

BRYAN ISD



**2023-2024
EMPLOYEE HANDBOOK**

Children First. Always.

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Employee Handbook Receipt

Name _____

Campus/Department _____

I hereby acknowledge receipt of a copy of the Bryan ISD Employee Handbook. I agree to read the handbook and abide by the standards, policies, and procedures defined or referenced in this document.

Employees have the option of receiving the handbook in electronic format or hard copy. If you choose to receive a hard copy of the handbook, you may request it directly from your supervisor. If you choose to receive it through electronic form, you may access it at www.bryanisd.org or in Team Connect.

Please indicate your choice by checking the appropriate box below:

- ☐ I choose to receive the employee handbook in electronic format and accept responsibility for accessing it according to the instructions provided.
- ☐ I choose to receive a hard copy of the employee handbook and understand I am required to contact my supervisor to obtain a hard copy.

The information in this handbook is subject to change. I understand that changes in district policies may supersede, modify, or render obsolete the information summarized in this document. As the district provides updated policy information, I accept responsibility for reading and abiding by the changes.

I understand that no modifications to contractual relationships or alterations of at-will employment relationships are intended by this handbook.

I understand that I have an obligation to inform my supervisor or department head of any changes in personal information such as phone number, address, etc. I also accept responsibility for contacting my supervisor if I have questions or concerns or need further explanation.

Signature

Date

Please sign and date this receipt and forward it to your supervisor.

Introduction

The purpose of this handbook is to provide information that will help with questions and pave the way for a successful year. Not all district policies and procedures are included. Those that are, have been summarized. Suggestions for additions and improvements to this handbook are welcome and may be sent to Ms. Carol Cune, Assistant Superintendent of Human Resources.

This handbook is neither a contract nor a substitute for the official district policy manual. Nor is it intended to alter the at-will status of noncontract employees in any way. Rather, it is a guide to and a brief explanation of district policies and procedures related to employment. These policies and procedures can change at any time; these changes shall supersede any handbook provisions that are not compatible with the change. For more information, employees may refer to the policy codes that are associated with handbook topics, confer with their supervisor, or call the appropriate district office. District policies can be accessed online at www.bryanisd.org under Board » Board Policies.

Quick Response Codes

Handbook Online

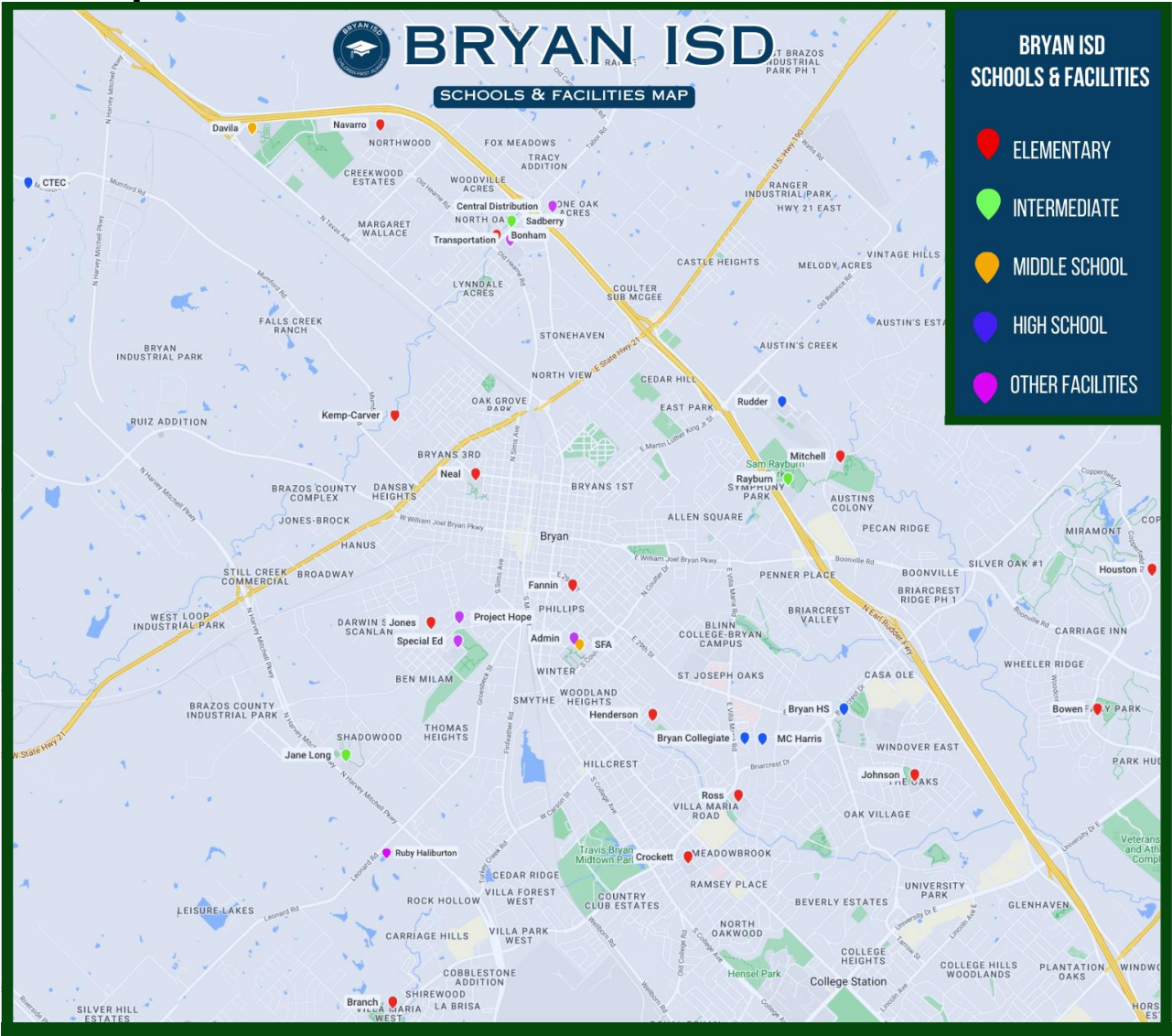


Board Policy Online



If you have difficulty accessing the information in this document because of a disability, please e-mail the district webmaster, Clay Falls at clay.falls@bryanisd.org.

District Map



BRYAN ISD SCHOOLS & FACILITIES

ELEMENTARY

BONHAM
3100 WILKES ST.
BOWEN
3870 COPPERFIELD DR.
BRANCH
2040 W. VILLA MARIA
CROCKETT
401 ELM AVE.
FANNIN
1200 BAKER AVE.
HENDERSON
801 MATOUS ST.
HOUSTON
4501 CANTERBURY DR.

HOUSTON
4501 CANTERBURY DR.
JONES
1400 PECAN ST.
KEMP-CARVER
750 BRUIN TRACE
MITCHELL
2500 AUSTIN'S COLONY PKWY.
NAVARRO
4619 NORTHWOOD DR.
NEAL
801 W. MARTIN L. KING
ROSS
3300 PARKWAY TERRACE

INTERMEDIATE

LONG
1106 N. HARVEY MITCHELL PKWY.
RAYBURN
1048 N. EARL RUDDER FWY.
SADBERRY
3208 WILKES ST.

MIDDLE SCHOOL

DAVILA
2751 N. EARL RUDDER FWY.
SFA
800 S. COULTER DR.

HIGH SCHOOL

BRYAN COLLEGIATE
1901 E. VILLA MARIA RD.
BRYAN HIGH SCHOOL
3450 CAMPUS DR.
MC HARRIS
1305 MEMORIAL DR.
RUDDER HIGH SCHOOL
3251 AUSTIN'S COLONY PKWY.

OTHER

ADMINISTRATION
801 S. ENNIS ST.

OTHER

CENTRAL DISTRIBUTION
1920 N. EARL RUDDER FWY.
PROJECT HOPE
1400 BECK ST.
SPECIAL EDUCATION
1201 RIDGEDALE ST.
TRANSPORTATION
3000 BONHAM DR.
**CAREER AND TECHNICAL
EDUCATION COMPLEX (CTEC)**
6753 MUMFORD RD.
**RUBY HALIBURTON AUXILIARY
COMPLEX (COMING IN 2024)**
3851 LEONARD RD.

District Information

Description of the District

Bryan ISD covers 453 square miles in Brazos and Robertson counties and is the largest employer in Bryan. The district employs some 3,090 employees and has a monthly payroll of approximately \$7.9 million. Approximately 16,000 students attend Bryan ISD.

Mission Statement, Goals, and Objectives

Policy AE

Our Vision: *Children First. Always.*

Our Mission: Bryan ISD, through innovation and choice in educational offerings, will provide positive experiences that ensure high school graduation and post-secondary success.

Our Guiding Principles:

1. We **commit** to serving the minds and hearts of our children, families, staff, and community by modeling the Essential 8.
 - Kindness
 - Tolerance
 - Gratitude
 - Philanthropy
 - Work Ethic
 - Optimism
 - Courage
 - Leadership
2. We **provide** a safe and inclusive environment so that every member of the school community can thrive.
3. We **lead** by developing relationships built on trust and by instilling pride in our staff and students.
4. We **measure** our success by the way we educate and celebrate the whole child.
5. We **value** the diversity and unique gifts represented throughout our school community.
6. We **model** servant leadership with integrity, service, and commitment.

Board of Trustees

Policies BA, BB series, BD series, and BE series

Texas law grants the board of trustees the power to govern and oversee the management of the district's schools. The board is the policy-making body within the district and has overall responsibility for the curriculum, school taxes, annual budget, employment of the superintendent and other professional staff, and facilities. The board has complete and final control over school matters within limits established by state and federal laws and regulations.

The board of trustees is elected by the citizens of the district to represent the community's commitment to a strong educational program for the district's children. Board members are elected – five from single-member districts and two from the community at large and serve three-year terms. Board members serve without compensation, must be qualified voters, and must reside in the district.

Current board members include:

- | | |
|--------------------|----------------|
| • Dr. Julie Harlin | President |
| • Dr. Deidra Davis | Vice-President |
| • Felicia Benford | Secretary |
| • Mark McCall | Member |
| • David Stasny | Member |
| • Ruthie Waller | Member |
| • Leo Gonzalez, II | Member |

The board usually meets at regularly scheduled times on the third Monday of each month in the boardroom of the BISD Administration building. In the event that large attendance is anticipated, the board may meet at suitable location. Special meetings may be called when necessary. A written notice of regular and special meetings will be posted on the district website and the BISD Administration building at least 72 hours before the scheduled meeting time. The written notice will show the date, time, place, and subjects of each meeting. In emergencies, a meeting may be held with a one-hour notice.

All meetings are open to the public. In certain circumstances, Texas law permits the board to go into a closed session from which the public and others are excluded. Closed session may occur for such things as discussing prospective gifts or donations, real-property acquisition, certain personnel matters including employee complaints, security matters, student discipline, or consulting with attorneys regarding pending litigation.

Board Meeting Schedule

August 2023

August 7 – Workshop
August 21 – Board Meeting

September 2023

September 11 – Workshop
September 25 – Board Meeting

October 2023

October 3 – Workshop
October 23 – Board Meeting

November 2023

November 6 – Workshop
November 13 – Board Meeting

December 2023

December 4 – Workshop
December 11 – Board Meeting

January 2024

January 8 – Workshop
January 22 – Board Meeting
(Tuesday)

February 2024

February 5 – Workshop
February 19 – Board Meeting

March 2024

March 4 – Workshop
March 25 – Board Meeting

April 2024

April 1 – Workshop
April 15 – Board Meeting

May 2024

May 6 – Workshop
May 20 – Board Meeting

June 2024

June 3 – Workshop
June 17 – Board Meeting

July 2024

July 15 – Board Meeting

Administration

Ms. Ginger Carrabine	Superintendent
Dr. Barbara Ybarra	Associate Superintendent of Teaching & Learning
Mr. Kevin Beesaw	Assistant Superintendent of Business Services
Ms. Carol Cune	Assistant Superintendent of Human Resources
Ms. Crystal Goodman	Executive Director of School Leadership
Dr. Brian Merrell	Executive Director of School Leadership
Ms. Linda Montoya	Executive Director of School Leadership
Mr. Ron Clary	Executive Director of Auxiliary Services
Mr. Clay Falls	Executive Director of Communications & Public Affairs
Ms. Julea Johnson	Executive Director of Technology Services
Ms. Jennifer Warren	Executive Director of Special Programs
Ms. Janice Williamson	Executive Director of Student Health, Fitness & Athletics

District Initiative: Essential 8

Essential 8 is a Bryan ISD initiative designed to develop and strengthen 8 core character traits in both students and staff. We will focus on one particular character trait during each month of the school year, with all students and teachers engaging in lessons related to those traits.

The lessons will follow this schedule:

August & September- KINDNESS

October- TOLERANCE

November- GRATITUDE

December- PHILANTHROPY

January- WORK ETHIC

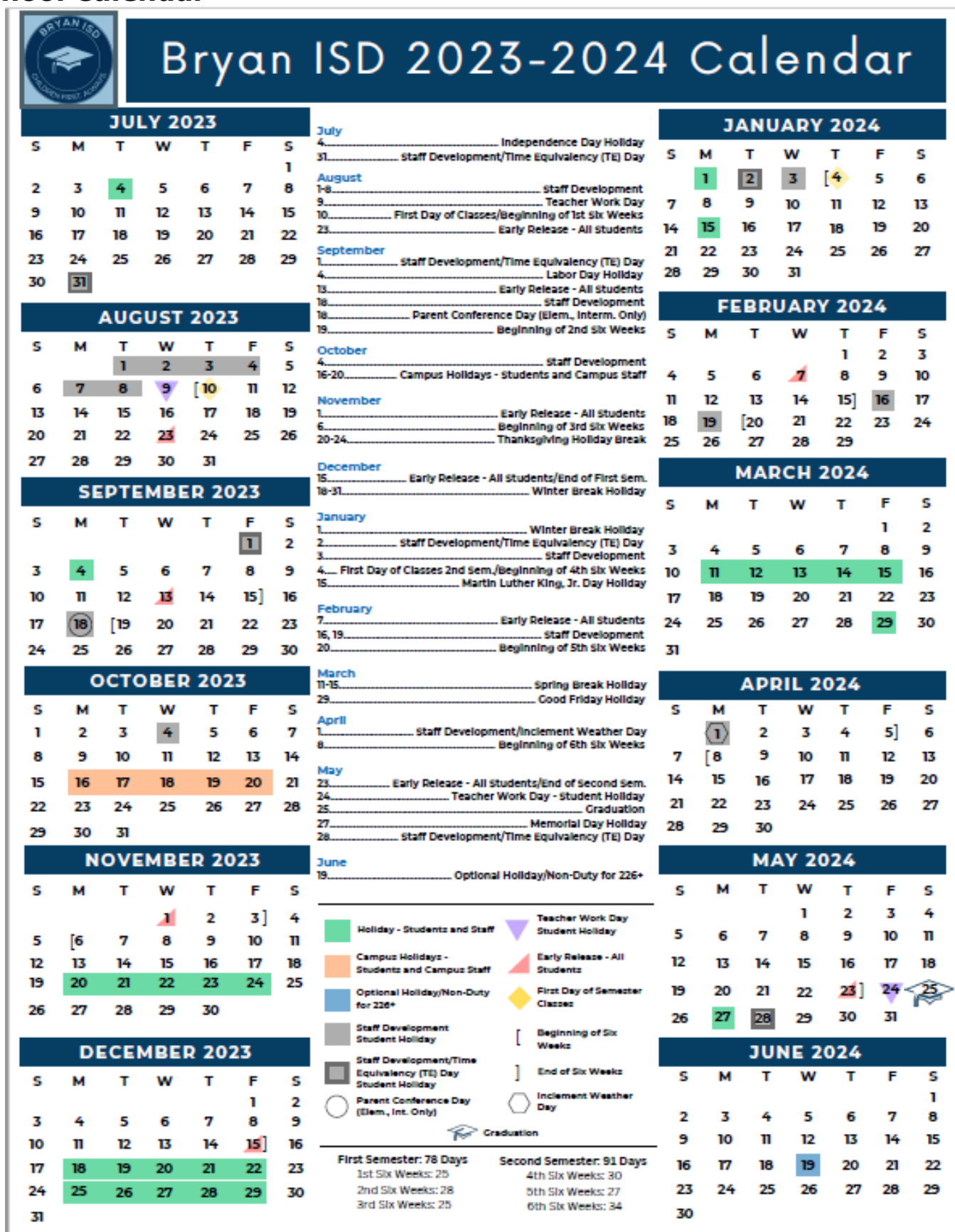
February- OPTIMISM

March- COURAGE

April & May- LEADERSHIP

Lessons are provided to campuses along with campus group supplemental activities that meet each campus' specific needs.

School Calendar



Campus Instructional Times

Doors Open	Employee AM *	Student AM	Student PM	Employee PM *
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High School

Travis Bryan High	7:45	7:50	8:20 AM	4:00 PM	4:20 PM
James E Rudder	7:45	7:50	8:20 AM	4:00 PM	4:20 PM
Bryan Collegiate	7:30	7:45	8:15 AM	3:50 PM	4:15 PM
MC Harris	7:30	7:50	8:20 AM	3:45 PM	4:20 PM
MCHS Star Academy	7:30	7:50	8:20 AM	4:00 PM	4:20 PM
MS and HS DAEP	7:00	7:15	7:30 AM	3:10 PM	3:45 AM
JJC			7:30 AM	4:00 PM	
JJAEP			7:00 AM	3:00 PM	

Middle School

Stephen F Austin	7:30	7:50	8:20 AM	4:05 PM	4:20 PM
Arthur Davila	7:30	7:50	8:20 AM	4:05 PM	4:20 PM

Intermediate School

Jane Long	7:00	7:15	7:35 AM	3:20 PM	3:45 PM
Sam Rayburn	7:00	7:15	7:35 AM	3:20 PM	3:45 PM
OW Sadberry	7:00	7:15	7:35 AM	3:20 PM	3:45 PM

Elementary

		Employee AM Start Time *	Student AM Start Time	Student PM Dismissal Time	Employee PM Dismissal Time *
Bonham	7:00	7:05	7:35 AM	3:10 PM	3:35 PM
Bowen	7:00	7:05	7:35 AM	3:10 PM	3:35 PM
Branch	7:00	7:05	7:35 AM	3:10 PM	3:35 PM
Crockett (DL)	7:00	7:05	7:35 AM	3:10 PM	3:35 PM
Fannin	7:00	7:05	7:35 AM	3:10 PM	3:35 PM
Henderson (DL)	7:00	7:05	7:35 AM	3:10 PM	3:35 PM
Houston	7:00	7:05	7:35 AM	3:10 PM	3:35 PM
Johnson (DL)	7:00	7:05	7:35 AM	3:10 PM	3:35 PM
Jones	7:00	7:05	7:35 AM	3:10 PM	3:35 PM
Kemp/Carver	7:00	7:05	7:35 AM	3:10 PM	3:35 PM
Mitchell	7:00	7:05	7:35 AM	3:10 PM	3:35 PM
Navarro	7:00	7:05	7:35 AM	3:10 PM	3:35 PM
Neal	7:00	7:05	7:35 AM	3:10 PM	3:35 PM
Ross (GT)	7:00	7:05	7:35 AM	3:10 PM	3:35 PM
Elementary DAEP	7:00	7:05	7:35 AM	3:10 AM	3:35 AM
Intermediate DAEP	7:00	7:15	7:35 AM	3:20 AM	3:45 AM

Helpful Contacts

From time to time, employees have questions or concerns. If those questions or concerns cannot be answered by supervisors or at the campus or department level, the employee is encouraged to contact the appropriate department as listed below.

Auxiliary Service Center:	979.209.7100
Bryan ISD Information:	979.209.1000
Benefits:	979.209.1092
Bilingual:	979.209.1024
Business Services:	979.209.1005
Communications:	979.209.1020
Custodial Supervisor:	979.209.7099
Emergency Maintenance:	979.209.7000
Human Resources:	979.209.1084
Maintenance:	979.209.7100
Payroll:	979.209.1017
Risk Management:	979.209.1133
Safety & Security:	979.209.1114
School Leadership:	979.209.1075
School Nutrition Services:	979.209.7052
Special Education:	979.209.2780
Student Services:	979.209.1076
Technology Help Desk	979.209.1175
Technology Services:	979.209.1170

District Campus Directory

BRYAN INDEPENDENT SCHOOL DISTRICT

Ginger Carrabine, Superintendent
BISD Administration Building
801 South Ennis • Bryan, TX 77803 • 979 209-1000
www.bryanisd.org

1. **Bryan High School** (9-12)

Lane Buban, Principal
3450 Campus Drive, Bryan, TX 77802
979-209-2400 FAX 979-209-2402

2. **Rudder High School** (9-12)

Rachel Layton, Principal
3251 Austin's Colony, Bryan, TX 77808
979-209-7900 FAX 979-209-7901

3. **Bryan Collegiate High School** (9-12)

Tommy Roberts, Principal
1901 E Villa Maria Rd, Bryan, TX 77802
979-209-2790 FAX 979-209-2791

4. **Stephen F. Austin Middle School** (7-8)

Kimberly Giesenschlag, Principal
800 S Coulter Dr, Bryan, TX 77803
979-209-6700 FAX 979-209-6741

5. **Arthur L. Davila Middle School** (7-8)

Sara Rueda, Principal
2751 N. Earl Rudder Frwy
Bryan, TX 77803
979-209-7150 FAX 979-209-7151

6. **Jane Long Intermediate School** (5-6)

Dr. Desiree Caperton, Principal
1106 N. Harvey Mitchell Pkwy
Bryan, TX 77803
979-209-6500 FAX 979-209-6566

7. **Sam Rayburn Intermediate School** (5-6)

Becky Ryberg, Principal
1048 N. Earl Rudder Frwy
Bryan, TX 77802
979-209-6600 FAX 979-209-6611

8. **O.W. Sadberry Intermediate School** (5-6)

Opens August 2023
Alfred Scott, Principal
3100 Wilkes Drive, Bryan, TX 77803
979-209-1200 FAX 979-209-1218

9. **Bonham Elementary** (PreK-4)

Gloria Garcia-Rhodes, Principal
3100 Wilkes Drive, Bryan, TX 77803
979-209-1200 FAX 979-209-1218

10. **Bowen Elementary** (PreK-4)

Kimberly Guess, Principal
3870 Copperfield Drive, Bryan, TX 77802
979-209-1300 FAX 979-209-1306

11. **Branch Elementary** (PreK-4)

Amy Lively, Principal
2040 W. Villa Maria, Bryan, TX 77807
979-209-2900 FAX 979-209-2910

12. **Crockett Elementary** (PreK-4)

Debi Ehrhardt, Principal
401 Elm Avenue, Bryan, TX 77801
979-209-2960 FAX 979-209-2965

13. **Fannin Elementary** (PreK-4)

Linda Taplette, Principal
1200 Baker Avenue, Bryan, TX 77803
979-209-3800 FAX 979-209-3826

14. **Henderson Elementary** (PreK-4)

Daniela Garza-Ramirez, Principal
801 Matous Street, Bryan, TX 77802
979-209-1560 FAX 979-209-1566

15. **Houston Elementary** (PreK-4)

Mandy Wells, Principal
4501 Canterbury Drive, Bryan, TX 77802
979-209-1360 FAX 979-209-1364

16. **Johnson Elementary** (PreK-4)

Amy Thomman, Principal
3800 Oak Hill Drive, Bryan, TX 77802
979-209-1460 FAX 979-209-1462

17. **Jones Elementary** (PreK-4)

Dr. Alma Velez, Principal
1400 Pecan Street, Bryan, TX 77803
979-209-3900 FAX 979-209-3912

18. **Kemp-Carver School** (PreK-4)

Alison Boggan, Principal
1601 W. Martin L. King, Bryan, TX 77803
979-209-3700 FAX 979-209-3701

19. **Mitchell Elementary** (PreK-4)

Sheri Hedstrom, Principal
2500 Austin's Colony, Bryan, TX 77808
979-209-1400 FAX 979-209-1420

20. **Navarro Elementary** (PreK-4)

Kathy Riley, Principal
4619 Northwood Drive, Bryan, TX 77803
979-209-1260 FAX 979-209-1270

21. **Neal Elementary** (PreK-4)

Juanita Collins, Principal
801 W. Martin L. King, Bryan, TX 77803
979-209-3860 FAX 979-209-3863

22. **Sul Ross Elementary** (PreK-4)

Danielle Legg, Principal
3300 Parkway Terrace, Bryan, TX 77802
979-209-1500 FAX 979-209-1513

23. **Mary Catherine Harris School**

Dr. Karen Kaspar, Principal
1307 Memorial Drive, Bryan, TX 77802
979-209-2812 FAX 979-209-2813

24. **Career Tech Complex**

David Reynolds, Director
6753 Mumford Rd, Bryan TX 77807
979-209-2608

25. **Adult Learning Center**

Becky Collet, Coordinator
1700 Palasota Drive, Bryan, TX 77803
979-209-7040 FAX 979-209-7041

26. **Central Distribution Center**

1920 N. Earl Rudder, Bryan, TX 77808
●School Nutrition Services
Sundy Fryrear, Director
979-209-7052 FAX 979-209-7060
●AlphaBEST After School Program
Teelah Rhodes, Area Manager
979-209-7085 or 979-209-7086
FAX 979-209-7087

27. **BV Regional Day School for the Deaf**

Andrea Alford, Supervisor
979-209-2745 FAX 979-209-2766

28. **Disciplinary Alternative Education Program**

Dr. Karen Kaspar, Principal
979-209-2760 FAX 979-209-2754

29. **Special Education**

Dr. Catherine George
1201 Ridgedale St, Bryan, Texas 77803
979-209-2780 FAX 979-209-2789

30. **Transportation**

Lori Sears, Director
3000 Bonham Drive, Bryan, TX 77803
979-209-7130 FAX 979-209-7140

31. **Project Hope**

Meagan Meekma, Homeless Education Coord.
1901 East Villa Maria, Bryan Tx 77803
979-209-7040 FAX 979-209-7049

Employment

Equal Employment Opportunity

Policies DAA, DIA

In its efforts to promote nondiscrimination and as required by law, Bryan ISD does not discriminate against any employee or applicant for employment because of race, color, religion, sex (including pregnancy, sexual orientation, or gender identity), national origin, age, disability, military status, genetic information, or on any other basis prohibited by law. Additionally, the district does not discriminate against an employee or applicant who acts to oppose such discrimination or participates in the investigation of a complaint related to a discriminatory employment practice. Employment decisions will be made on the basis of each applicant's job qualifications, experience, and abilities.

In accordance with Title IX, the district does not discriminate on the basis of sex and is prohibited from to discriminating on the basis of sex in its educational programs or activities. The prohibition against discrimination extends to employment. Inquiries about the application of Title IX may be referred to the district's Title IX coordinator, to the Assistant Secretary for Civil Rights of the Department of Education, or both.

The district designates and authorizes the following employee as the Title IX coordinator for employees to address concerns or inquiries regarding discrimination based on sex, including sexual harassment: Carol Cune. Reports can be made at any time and by any person, including during non-business hours, by mail, email, or phone. During district business hours, reports may also be made in person.

The district designates and authorizes the following employee as the ADA/Section 504 coordinator for employees for concerns regarding discrimination on the basis of a disability: Carol Cune.

Questions or concerns relating to discrimination for any other reason should be directed to the Superintendent.

Job Vacancy Announcements

Policy DC

Announcements of job vacancies by position and location are posted on a regular basis to the district's website – www.bryanisd.org.

Employment after Retirement

Policy DC

Individuals receiving retirement benefits from the Teacher Retirement System (TRS) may be employed under certain circumstances on a full- or part-time basis without affecting their benefits, according to TRS rules and state law. Detailed information about employment after retirement is available in the TRS publication *Employment after Retirement*. Employees can contact TRS for additional information by calling 800-223-8778 or 512-542-6400. Information is also available on the TRS Website (www.trs.texas.gov).

Contract and Noncontract Employment

Policy DC series

State law requires the district to employ all full-time professional employees in positions requiring a certificate from the State Board for Educator Certification (SBEC) and nurses under probationary, term, or continuing contracts. Employees in all other positions are employed at-will or by a contract that is not subject to the procedures for nonrenewal or termination under Chapter 21 of the Texas Education Code. The paragraphs that follow provide a general description of the employment arrangements used by the district.

Probationary Contracts. Nurses and full-time professional employees new to the district and employed in positions requiring SBEC certification must receive a probationary contract during their first year of employment. Former employees who are hired after a two-year lapse in district employment or employees who move to a position requiring a new class of certification may also be employed by probationary contract. Probationary contracts are one-year contracts. The probationary period for those who have been employed as a teacher in public education for at least five of the eight years preceding employment with the district may not exceed one school year.

For those with less experience, the probationary period will be three school years (i.e., three one-year contracts) with an optional fourth school year if the board determines it is doubtful whether a term or continuing contract should be given.

Term Contracts. Full-time professionals employed in positions requiring certification and nurses will be employed by term contracts after they have successfully completed the probationary period. The terms and conditions of employment are detailed in the contract and employment policies. All employees will receive a copy of their contract. Employment policies can be accessed online or copies will be provided upon request.

Noncertified Professional and Administrative Employees. Employees in professional and administrative positions that do not require SBEC certification (such as non-instructional administrators) are employed by a one-year contract that is not subject to the provisions for nonrenewal or termination under the Texas Education Code.

Paraprofessional and Auxiliary Employees. All paraprofessional and auxiliary employees, regardless of certification, are employed at will and not by contract. Employment is not for any specified term and may be terminated at any time by either the employee or the district.

Certification and Licenses

Policies DBA, DF

Professional employees whose positions require SBEC certification or professional license are responsible for taking actions to ensure their credentials do not lapse. Employees must submit documentation that they have passed the required certification exam and/or obtained or renewed their credentials to Human Resources in a timely manner. Employees licensed by the Texas Department of Licensing and Regulations (TDLR) must notify Human Resources when there is action against, or revocation of, their license.

A certified employee's contract may be voided without Chapter 21 due process and employment terminated if the individual does not hold a valid certificate or fails to fulfill the requirements necessary to renew or extend a

temporary certificate, emergency certificate, probationary certificate, or permit. A contract may also be voided if SBEC suspends or revokes certification because of an individual's failure to comply with criminal history background checks. Contact Shay Sicinski, Director of Human Resources, at 209-1087 if you have any questions regarding certification or licensure requirements.

A public school employee must have the appropriate credentials for his or her current assignment unless the appropriate permit has been issued. The credentials appropriate to each assignment are set forth in the State Board for Educator Certification (SBEC) rules at 19 Administrative Code Chapter 231. The following link, [Texas Administrative Code Chapter 231-233](#), indicates where the credentialing requirements for various positions are located in the SBEC rules.

The District shall make every effort to hire teachers with appropriate state certification. However, at the written request of the principal at a secondary campus for an instructor without the state certification in a particular subject area, the District shall be exempt from state certification requirements for secondary teachers. The Superintendent shall have the authority to approve a written request by the principal at a secondary campus for an individual without the requisite state certification in a particular subject area to teach one or more courses in accordance with the District's innovation plan.

Recertification of Employment Authorization

Policy DC

At the time of hire all employees must complete the Employment Eligibility Verification Form (Form I-9) and present documents to verify identity and employment authorization.

Employees whose immigration status, employment authorization, or employment authorization documents have expired must present new documents that show current employment authorization. Employees should file the necessary application or petition sufficiently in advance to ensure that they maintain continuous employment authorization or valid employment authorization documents. Contact Human Resources if you have any questions regarding reverification of employment authorization. Failure to verify employment authorization may result in termination.

Searches and Alcohol and Drug Testing

Policy CQ, DHE

Non-investigatory searches in the workplace including accessing an employee's desk, file cabinets, or work area to obtain information needed for usual business purposes may occur when an employee is unavailable. Therefore, employees are hereby notified that they have no legitimate expectation of privacy in those places. In addition, the district reserves the right to conduct searches when there is reasonable cause to believe a search will uncover evidence of work-related misconduct. Such an investigatory search may include drug and alcohol testing if the suspected violation relates to drug or alcohol use. The district may search the employee, the employee's personal items, and work areas including district-owned technology resources, lockers, and private vehicles parked on district premises or work sites or used in district business. Disciplinary action, up to and including termination, may result if an employee refuses to submit to testing or is found to violate district policy.

Employees Required to Have a Commercial Driver's License. Any employee whose duties require a commercial driver's license (CDL) is subject to alcohol and drug testing. This includes all drivers who operate a motor vehicle designed to transport 16 or more people counting the driver, drivers of large vehicles, or drivers of vehicles used in the transportation of hazardous materials. Teachers, coaches, or other employees who primarily perform duties other than driving are subject to testing requirements if their duties include driving a commercial motor vehicle.

Drug testing will be conducted before an individual assumes driving responsibilities. Alcohol and drug tests will be conducted when reasonable suspicion exists, at random, when an employee returns to duty after engaging in prohibited conduct, and as a follow-up measure. Testing may be conducted following accidents. Return-to-duty and follow-up testing will be conducted if an employee who has violated the prohibited alcohol conduct standards or tested positive for alcohol or drugs is allowed to return to duty.

All employees required to have a CDL or who otherwise are subject to alcohol and drug testing will receive a copy of the district's policy, the testing requirements, and detailed information on alcohol and drug abuse and the availability of assistance programs.

Employees with questions or concerns relating to alcohol and drug policies and related educational material should contact the Director of Transportation or Human Resources.

Health Safety Training

Policies DBA, DMA

Certain employees who are involved in physical activities for students must maintain and submit to the district proof of current health safety training certification or training in first aid, cardiopulmonary resuscitation (CPR), the use of an automated external defibrillator (AED), concussion, and extracurricular athletic activity safety. Certification or documentation of training must be issued by the American Red Cross, the American Heart Association, or another organization that provides equivalent training and certification. Employees subject to this requirement must submit their certification or documentation to the Assistant Superintendent of Human Resources by the first day of starting the assignment which carries this requirement.

School nurses and employees with regular contact with students must complete a Texas Education Agency approved, online training regarding seizure disorder awareness, recognition, and related first aid.

Reassignments and Transfers

Policy DK

All personnel are subject to assignment and reassignment by the superintendent or designee when the superintendent or designee determines that the assignment or reassignment is in the best interest of the district. Reassignment is a transfer to another position, department, or facility that does not necessitate a change in the employment contract. Campus reassignments must be approved by the principal at the receiving campus except when reassignments are due to enrollment shifts or program changes. Extracurricular or supplemental duty assignments may be reassigned at any time unless an extracurricular or supplemental duty assignment is part of a dual-assignment contract. Employees who object to a reassignment may follow the district process for employee complaints as outlined in this handbook and district policy DGBA (Local).

An employee with the required qualifications for a position may request a transfer to another campus or department during the voluntary employee transfer application window, usually available from February to March. A teacher requesting a transfer to another campus before the school year begins must submit his or her request form on or before the deadline stipulated on the form. You will be contacted for an interview if a principal is interested in transferring you to his/her campus for the next school year. If you are recommended for a position and accept, the transfer recommendation will be sent to Human Resources for processing.

Please be advised that completing a transfer request form does not guarantee that your request will result in a new position/campus transfer. Requests for transfer during the school year will be considered only when the change will not adversely affect students and after a replacement has been found. All transfer requests will be coordinated by the Assistant Superintendent of Human Resources and must be approved by the receiving supervisor.

Workload and Work Schedules

Policies DEAB, DK, DL

Professional Employees. Professional employees and academic administrators are exempt from overtime pay and are employed on a 10-, 11-, or 12-month basis, according to the work schedules set by the district. A school calendar is adopted each year designating the work schedule for teachers and all school holidays. Notice of work schedules including start and end dates and scheduled holidays will be distributed each school year. The expectation of campus based personnel is to report to work 30 minutes before school starts and continue 30 minutes after school is dismissed.

Classroom teachers will have planning periods for instructional preparation including conferences. The schedule of planning periods is set at the campus level but must provide at least 450 minutes within each two-week period in blocks not less than 45 minutes within the instructional day. Teachers and librarians are entitled to a duty-free lunch period of at least 30 minutes. The district may require teachers to supervise students during lunch one day a week when no other personnel are available.

Paraprofessional and Auxiliary Employees. Support employees are employed at will and receive notification of the required duty days, holidays, and hours of work for their position on an annual basis. Paraprofessional and auxiliary employees must be compensated for overtime and are not authorized to work in excess of their assigned schedule without prior approval from their supervisor. See *Overtime Compensation* for additional information.

Paraprofessional workweek. Paraprofessional employees are considered non-exempt employees under the guidelines of the Fair Labor Standards Act (FLSA). To comply with the FLSA, paraprofessionals, auxiliary workers, and temporary workers are required to clock in and clock out detailing the hours worked each week. The work week for paraprofessionals, Auxiliary, and Food Service employees begins each Sunday and runs through Saturday.

Each campus-based paraprofessional's workday schedule shall be established by the principal based on the needs of the campus/department. Schedules may vary among paraprofessionals on a campus/department. Each paraprofessional is expected to work up to 40 hours each week.

Non-campus-based paraprofessionals have an 8:00 a.m. to 5:00 p.m. workday unless otherwise approved by their supervisor. The workday allows for an unpaid one-hour lunch period.

Work Calendars

BRYAN ISD <i>Children first. Always.</i>			2023-2024 Work Calendar
186 Days Start Date End Date August 3, 2023 May 24, 2024 Employees Transportation: Bus Aide, Bus Driver (Full, Part-Time, Trainee), Class C Driver	197 Days Start Date End Date July 31, 2023 June 11, 2024 Employees Admin Asst.: Go Center Academic Student Specialist Attendance Clerk Attendance Clerk/Receptionist - DAEP IA: Instructional Support At Risk/Clerical Migrant Manager/Recruiter Receptionist: EL, IS, MS Registrar/Secretary: Asst. Principal (IS/MS) SPED: Counselor, Low Incident Disability Specialist, Occupational Professional Behavior Specialist Teacher: CT, Auto Tech, Const.	207 Days Start Date End Date July 31, 2023 June 18, 2024 Employees Campus Monitors	
187 Days Start Date End Date July 31, 2023 May 28, 2024 Employees Associate Teacher Barbering Behavior Specialist DMC I Professional Behavior Specialist DMC II Paraprofessional Certified Interpreters Coach - PT Coordinator: Athletic & IB, Student Int. Culinary Arts Dyslexia Specialist Homeless Attendance Case Manager In Home Parent Trainer- Bilingual Instructional Aides: Classroom Instructional Coach: EL, IS, MS, HS, BIL, ELL, Early Childhood, SPED ELA/Math Instructional Specialist Library Media Specialist Nurse: LVN & RN Parent Educator Resident Student Teachers Secretary: At Risk, 504/EDL, Homeless Liaison SPED: Music Therapist, Assistive Technology, Occupational Therapist, Physical Therapist, Assistant Physical Therapist, Speech Pathologist, Assistant Speech Pathologist Specialist: Early Childhood, ELL Student Interventionist Teachers	198 Days Start Date End Date August 2, 2023 May 29, 2024 Employees Food Service Manager	210 Days Start Date End Date August 1, 2023 June 14, 2024 Employees Custodian (10 Month)	
192 Days Start Date End Date July 27, 2023 May 31, 2024 Employees Specialist: IT, Tech, Transition Para Teacher: CT: Cosmetology	199 Days Start Date End Date July 24, 2023 June 6, 2024 Employees Counselor: IS, MS, K-12 Crisis Intervention	212 Days Start Date End Date July 17, 2023 June 18, 2024 Employees Asst. Athletic Trainer Counselor: CTE, HS Counselor: K-12 Alt Campus Gear Up Outreach Specialist Registrar/Data Management Specialist Secretary: Counselor (HS), Athletic Dept. (RHS), Academic Advisors	
195 Days Start Date End Date July 27, 2023 June 5, 2024 Employees Counselor: Elementary	202 Days Start Date End Date July 24, 2023 June 11, 2024 Employees Admin Asst.: Asst. Dir. Child Nutrition Attendance Clerk (Lead) Dropout Prevention Specialist Juvenile Case Manager Receptionist: HS, Alternative Ed. Secretary: ARD, HS Asst. Principal, Registrar SPED: Diagnostician, LSSP/Intern, Transition Specialist, Translator, ARD Facilitator Teacher: Junior ROTC Transition Specialist, Prof.	220 Days Start Date End Date July 17, 2023 June 28, 2024 Employees Assistant Principal: HS, MS Bookkeeper Campus Monitor/Community Service Coord. Coord., Health Services Coord., Testing & Special Programs Gear Up, Dropout Prevention Specialist Principal: EL Records Clerk: SPED Secretary: Principal (EL), RDSD Teacher: CT, Agriculture, HS Band Dir./Asst. Dir.	
196 Days Start Date End Date August 3, 2023 May 28, 2024 Employees Food Service: Assistant Manager, Floater, Manager Trainee, Worker	207 Days Start End Date July 17, 2023 June 11, 2024 Employees Academic Support Specialist Assistant Principal: EL, IS, MS Secretary: CTE/Nurse LVN, Asst. Principal Secretary SPED: PEIMS/eSPED	Important Numbers: Human Resources: 979-209-1084 Payroll: 979-209-1006 Benefits: 979-209-1092	



BRYAN ISD 2023-2024 WORK CALENDAR

226 Days

Start Date End Date
July 1, 2023 June 30, 2024

Employees

Administrators: District and Campus
Admin Asst.: Accountability, Assoc. Super., COS
& Construction, Dir. SNS,
Dir. Transportation, Exec. Dir. Athletics, Exec.
Dir. Tech., Plant & Operations, Instruct TSC
Admin. Supervisor, M & O
Athletic Coordinator/FB Coach
Bookkeeper: Student Activity BHS
Child Nutrition: Bookkeeper, Purchasing Asst.,
Receptionist
Community Outreach Officer
Coordinators: District and Campus
Counselor, HS Lead: BHS & RHS
Data Services
Dean Instruction: IS, MS
District Bilingual Translator
Gear Up Outreach Coordinator
Gear Up Grant Coordinator
Facility Events Manager
Instructional Receiving & District Clerk
Instructional Materials Management
Instructional Tech
Library Supervisor/Coordinator
Manager: Tech Procurement
Multimedia Art & Animator
Paraprofessionals: District Administration
Principals: IS, MS, HS, BCHS & Alternative
School, Associate
Professional Registrar
Processing Clerk Instructional Material
Records Clerk: Student
Registrar/Attendance Clerk Lead: BCHS
Registrar Lead - HS
Secretary: Associate Principal, Dir Maintenance,
Alt. Ed., Principal IS, MS, HS, DAEP, BCHS,
SHARS/MED, Special Ed, SPED: PEIMS/
Assessment, RDSPO, Transportation & Personnel
Specialist: Data, Data Integrity, Data Mgmt.
(BIL Dept.), Purchasing,
Supervisor: School Nutrition Services
Supervisor Deaf Reg. Day School
Technician PAC
Tech Services
Transportation: Audio Video Tech &
Dispatcher, Dispatch/Driver Transport,
Dispatcher, Routing Specialist, Routing &
Dispatch Supervisor, Shop Mgr., Trainer, Training
Coordinator

Please look at your work calendar in re-
gard to your Holidays/Non-Working Days
on the right. If you have any questions,
please reach out to Human Resources.

Consulte su calendario laboral con respec-
to a sus días festivos / días no laborables
a la derecha. Si tiene alguna pregunta,
comuníquese con Recursos Humanos.

260 Days

Start Date End Date
July 1, 2023 June 30, 2024

Employees

Compliance and Admin Manager
Copy Center Site Manager
Custodian (12 Mon.)
Energy Spec./DDC Tech
Grounds
Mail Courier
Maintenance
Supervisor: Asst. Custodial, Custodial, Asst. Dir.
Maint./Operations, Ground Maint., HVAC Mainte-
nance, Warehouse
Transportation: Driver Fleet Support, Fleet
Mechanics, Mechanic, Parts Specialist, Prev.
Maint. Tech., Shop Manager
Warehouse

Holidays/Non-Working Days for CALENDARS: 186

Labor Day.....9/4/23
Fall Break.....10/19/23-10/20/23
Thanksgiving.....11/20/23-11/24/23
Winter Break.....12/21/23-1/2/24
Martin Luther King Day.....1/15/24
Non-Working Day.....2/16/24
Spring Break.....3/11/24-3/15/24
Holiday/Good Friday.....3/29/24

Holidays/Non-Working Days for CALENDARS: 187

Labor Day.....9/4/23
Fall Break.....10/16/23-10/20/23
Thanksgiving.....11/20/23-11/24/23
Winter Break.....12/18/23-1/1/24
Martin Luther King.....1/15/24
Spring Break.....3/11/24-3/15/24
Holiday/Good Friday.....3/29/24
Memorial Day.....5/27/24

Holidays/Non-Working Days for CALENDARS: 192, 195, 197, 199, 202, 207, 212

Labor Day.....9/4/23
Fall Break.....10/16/23-10/20/23
Thanksgiving.....11/20/23-11/24/23
Winter Break.....12/18/23-1/1/24
Martin Luther King Day.....1/15/24
Spring Break.....3/11/24-3/15/24
Holiday/Good Friday.....3/29/24
Memorial Day.....5/27/24

Holidays/Non-Working Days for CALENDARS: 196, 198

Labor Day.....9/4/23
Non-Working Day.....10/16/23-10/20/23
Thanksgiving.....11/20/23-11/24/23
Winter Break.....12/18/23-1/1/24
Martin Luther King Day.....1/15/24
Non-Working Day.....2/16/24
Spring Break.....3/11/24-3/15/24
Holiday/Good Friday.....3/29/24
Non-Working Day.....4/1/24
Memorial Day.....5/27/24

Holidays/Non-Working Days for CALENDARS: 210 (Custodian)

Labor Day.....9/4/23
Fall Break.....10/16/23-10/20/23
Thanksgiving.....11/20/23-11/24/23
Winter Break.....12/18/23-1/1/24
Martin Luther King Day.....1/15/24
Spring Break.....3/11/24-3/15/24
Holiday/Good Friday.....3/29/24
Memorial Day.....5/27/24

Holidays/Non-Working Days for CALENDARS: 220

Labor Day.....9/4/23
Fall Break.....10/16/23-10/20/23
Thanksgiving.....11/20/23-11/24/23
Winter Break.....12/18/23-1/1/24
Martin Luther King Day.....1/15/24
Spring Break.....3/11/24-3/15/24
Holiday/Good Friday.....3/29/24
Memorial Day.....5/27/24

Holidays/Non-Working Days for CALENDARS: 226

Fourth of July.....7/4/23
Labor Day.....9/4/23
Thanksgiving.....11/20/23-11/24/23
Winter Break.....12/18/23-1/1/24
Martin Luther King Day.....1/15/24
Spring Break.....3/11/24-3/15/24
Holiday/Good Friday.....3/29/24
Memorial Day.....5/27/24

Holidays/Non-Working Days for CALENDARS: 260

Fourth of July.....7/4/23
Labor Day.....9/4/23
Thanksgiving.....11/23/23-11/24/23
Winter Break.....12/22/23-12/26/23
Non-Working Day.....1/1/24
Martin Luther King Day.....1/15/24
Spring Break.....3/14/24-3/15/24
Holiday/Good Friday.....3/29/24
Memorial Day.....5/27/24



Breaks for Expression of Breast Milk

Policies DEAB, DG

The district supports the practice of expressing breast milk and makes reasonable accommodations for the needs of employees who express breast milk. A place, other than a multiple user bathroom, that is shielded from view and free from intrusion from other employees and the public where the employee can express breast milk will be provided.

A reasonable amount of break time will be provided when the employee has a need to express milk. For nonexempt employees, these breaks are unpaid and are not counted as hours worked. Employees should meet with their supervisor to discuss their needs and arrange break times.

The Providing Urgent Maternal Protections of Nursing Mothers Act (PUMP Act) requires an employee to notify the district if they believe the district is out of compliance in providing breaks for a nursing mother. The employee must give the district 10 days to come into compliance before making any claim of liability against the district. An employee with concerns should contact Shay Sicinski at 979-209-1087.

Pregnant Workers Fairness Act

The Pregnant Workers Fairness Act (PWFA) provides consideration of accommodations to employees who have known limitations related to pregnancy, childbirth, or related medical conditions. An employee seeking a PWFA accommodation should contact Shay Sicinski at 979-209-1087 to begin the interactive process.

Reasonable Assurance of Employment

Policy CRF [LOCAL]

The District shall issue letters of reasonable assurance, as appropriate, to non-exempt employees in positions requiring less than 12 months of service whose services are anticipated to be needed at the beginning of the following school year.

Supervision of Relatives

Policy DK

A person in a supervisory position shall avoid all appearances of impropriety and shall not directly or indirectly supervise a relative. For purposes of this policy, a relative shall be defined as described in the nepotism statute. [See DBE (LEGAL) and (EXHIBIT)] An employee, whether newly hired or considered for a reassignment, shall not be assigned by the District in any full-time, part time, or temporary position when the employee would directly or indirectly be supervised by, or be supervisory to, a current District employee who is related to the applicant. When a person in a supervisory position who would directly or indirectly be supervised by, or be supervisory to, a relative, one of the parties shall be transferred to another position within the District for which he or she is qualified as soon as such a position is available. Failure to disclose a relative to the degrees listed in the nepotism statute may result in disciplinary action, up to and including termination.

Notification to Parents Regarding Qualifications

Policies DK, DBA

In schools receiving Title I funds, the district is required by the Every Student Succeeds Act (ESSA) to notify parents at the beginning of each school year that they may request information regarding the professional qualifications of their child's teacher. ESSA also requires that parents be notified if their child has been assigned or taught for four or more consecutive weeks by a teacher who does not meet applicable state certification or licensure requirements.

Texas law requires that parents be notified if their child is assigned for more than 30 consecutive instructional days to a teacher who does not hold an appropriate teaching certificate. This notice is not required if parental notice under ESSA is sent. Inappropriately certified or uncertified teachers include individuals on an emergency permit (including individuals waiting to take a certification exam) and individuals who do not hold any certificate or permit. Information relating to teacher certification will be made available to the public upon request. Employees who have questions about their certification status can may contact Shay Sicinski, Director of Human Resources, or e-mail shay.sicinski@bryanisd.org.

Outside Employment and Tutoring

Policy DBD

Employees are required to disclose in writing to their immediate supervisor any outside employment that may create a potential conflict of interest with their assigned duties and responsibilities or the best interest of the district. Supervisors will consider outside employment on a case-by-case basis and determine whether it should be prohibited because of a conflict of interest.

Performance Evaluation

Policy DN series

Evaluation of an employee's job performance is a continuous process that focuses on improvement. Performance evaluation is based on an employee's assigned job duties and other job-related criteria. All employees will participate in the evaluation process with their assigned supervisor at least annually. Written evaluations will be completed on forms approved by the district. Reports, correspondence, and memoranda also can be used to document performance information. All employees will receive a copy of their written evaluation, participate in a performance conference with their supervisor, and have the opportunity to respond to the evaluation.

Upon receiving a report, a nursing review committee may review a nurse's nursing services, qualifications, and quality of patient care, as well as the merits of a complaint concerning a nurse, and a determination or recommendation regarding a complaint. A nurse may request, orally or in writing, a determination by the committee regarding conduct requested of the nurse believed to violate the nurse's duty to a patient.

Employee Involvement

Policies BQA, BQB

At both the campus and district levels, Bryan ISD offers opportunities for input in matters that affect employees and influence the instructional effectiveness of the district. As part of the district's planning and decision-making process, employees are elected to serve on district- or campus-level advisory committees. Plans and detailed information about the shared decision-making process are available in each campus office or from Ginger Carrabine, Superintendent.

District Educational Improvement Council (DEIC). In compliance with Education Code 21.930, the district designates the superintendent's forum to serve as a District Educational Improvement Council (DEIC) of campus-based professional staff to advise the Board or its designee in establishing and reviewing the district's educational goals, objectives, and major District classroom instructional programs identified by the Board or its designee. DEIC meets a minimum of four times a year outside the regular school day. Requests for agenda items are sent out prior to each meeting. Agendas are shared with each campus, district members, and community members prior to the meetings. Minutes are sent to each committee member. Anyone who wishes to place an item on the agenda should contact the campus/building representative or committee chairperson. Further information may be obtained by reviewing Board Policy BOA (Local).

General requirements of the DEIC. An employee's affiliation or lack of affiliation with any organization or association shall not be a factor in either the nomination or election of representatives on the DEIC (See also DGA). Two-thirds of the council members shall be classroom teachers. The remaining representatives shall be other campus-based professional staff. Representatives shall serve staggered two-year terms and shall be limited to two consecutive terms on the committee.

Composition of the DEIC. The council shall consist of:

- One representative from each campus, district-level professional staff, parents, business and the community.
- At least two-thirds of the district and campus professional staff shall be classroom teachers.
- The remaining one-third shall be professional non-teaching district and campus level staff.

Teachers who are full-time employees shall be elected from their campuses with the election conducted by a campus committee appointed by the principal. Non-teaching, professional, campus-based staff shall be elected by all those eligible to serve by an election conducted by a district committee appointed by the superintendent or designee.

Staff Development

Policy DMA

Staff development shall be predominantly campus-based, related to achieving campus performance objectives, and developed and approved by the campus-level committee to improve education in the district. A district may use district-wide staff development that have been developed and approved through the district-level decision process.

Time Equivalency Days

Employees have an opportunity to earn additional days off during the school year by completing professional development on their own time. Visit the [BISD Professional Development Webpage](#) for specific Time Equivalency Day information for the current school year.

Compensation and Benefits

Salaries, Wages, and Stipends

Policies DEA, DEAA, DEAB

Employees are paid in accordance with administrative guidelines and an established pay structure. The district's pay plans are reviewed by the administration each year and adjusted as needed. All district positions are classified as exempt or nonexempt according to federal law. Professional employees and academic administrators are generally classified as exempt and are paid semi-monthly. They are not entitled to overtime compensation. Other employees are generally classified as nonexempt and are paid an hourly wage or salary and receive compensatory time or overtime pay for each hour worked beyond 40 in a workweek. (See *Overtime Compensation*.)

All employees can access notice of their pay and work schedules in September by logging into Employee Access Center (EAC). See EAC Salary and Benefits for pay and EAC Leave Information for work schedule. Classroom teachers, full-time librarians, full-time nurses, and full-time counselors will be paid no less than the minimum state salary schedule. Contract employees who perform extracurricular or supplemental duties may be paid a stipend in addition to their salary according to the district's extra-duty pay schedule.

Pay schedules are as follows:

- Employees working 226 - 260 days are paid July through June.
- Auxiliary 10 month Custodians, Campus Monitors, and other employees working 192 - 220 days are paid August through July.
- Teachers, Instructional Assistants, Auxiliary School Nutrition, Auxiliary Transportation, and other employees working 186 – 196 days are paid September through August.
- Tutor/Temp and Substitutes are paid September through June.

No employee with a less than satisfactory performance evaluation shall receive a pay increase per Policy DEA (local). Employees should contact Human Resources for more information about the district's pay schedules or their own pay.

Teacher Incentive Allotment (TIA)

HB 3 in the 86th Texas Legislature included a massive increase in teacher pay. The TIA was established by HB 3 with a stated goal of a six-figure salary for teachers. TIA funds help Texas school systems reward, retain, and recruit highly effective teachers. The funding formula prioritizes high needs and rural campuses.

Districts can now create compensation plans based on teacher effectiveness and student equity. This new model creates a path for outstanding teachers to earn a six-digit figure salary, thus, reducing the desire for highly effective teachers to leave the classroom.

Learn more about the TIA in Bryan ISD at: <https://www.bryanisd.org/article/993350>.

Teacher Pay Scale / Salary Schedule

Bryan Independent School District	
2023-2024 Salary Schedule	
Teachers, Registered Nurses & Library Media Specialist	
Based on a 187 Day Calendar	
Years of Experience	2023-24
0	\$ 51,000
1	\$ 51,255
2	\$ 51,510
3	\$ 51,765
4	\$ 52,020
5	\$ 52,275
6	\$ 52,530
7	\$ 52,887
8	\$ 53,244
9	\$ 53,601
10	\$ 54,060
11	\$ 54,570
12	\$ 55,182
13	\$ 55,794
14	\$ 56,406
15	\$ 57,069
16	\$ 57,732
17	\$ 58,395
18	\$ 59,058
19	\$ 59,721
20	\$ 60,435
21	\$ 61,149
22	\$ 61,863
23	\$ 62,577
24	\$ 63,291
25	\$ 64,056
26	\$ 64,821
27	\$ 65,586
28	\$ 66,351
29	\$ 67,116
30	\$ 67,932
31	\$ 68,748
32	\$ 69,564
33	\$ 70,380
34	\$ 71,196
35	\$ 72,012
36	\$ 72,828
37	\$ 73,644
38	\$ 74,460
39	\$ 75,276
40	\$ 76,092

Masters \$1,500
Doctorate \$2,000

Bryan Independent School District	
2023-2024 Salary Schedule	
Counselors	
Based on a 187 Day Calendar	
Years of Experience	2023-24
0	\$ 54,500
1	\$ 54,755
2	\$ 55,010
3	\$ 55,265
4	\$ 55,520
5	\$ 55,775
6	\$ 56,030
7	\$ 56,387
8	\$ 56,744
9	\$ 57,101
10	\$ 57,560
11	\$ 58,070
12	\$ 58,682
13	\$ 59,294
14	\$ 59,906
15	\$ 60,569
16	\$ 61,232
17	\$ 61,895
18	\$ 62,558
19	\$ 63,221
20	\$ 63,935
21	\$ 64,649
22	\$ 65,363
23	\$ 66,077
24	\$ 66,791
25	\$ 67,556
26	\$ 68,321
27	\$ 69,086
28	\$ 69,851
29	\$ 70,616
30	\$ 71,432
31	\$ 72,248
32	\$ 73,064
33	\$ 73,880
34	\$ 74,696
35	\$ 75,512
36	\$ 76,328
37	\$ 77,144
38	\$ 77,960
39	\$ 78,776
40	\$ 79,592

Masters \$1,500
Doctorate \$2,000

Substitute/Tutor Pay Scale

Substitutes are outsourced to ESS. All absences must be entered into Frontline no later than 6 a.m. on the day of the absence. The earlier an absence is entered, the better the chance of securing a substitute. All tutor/temporary worker paychecks will be mailed on the day prior to payday. Direct Deposit is available to all Bryan ISD employees and tutors. For more information, please contact the Bryan ISD Payroll Office at (979) 209-1017.

In the event a substitute cannot be secured and a classroom teacher must take students from another class or give up their conference period to cover for another teacher, the covering teacher will be compensated. Coverage should be coordinated through the Campus Frontline Coordinator. Upon completion, the Campus Frontline Coordinator will submit an Eduphoria form and the compensation will be in the next pay period following submission of the form. More information regarding this procedure can be found on the Compensation When a Sub Cannot Be Secured FAQ at https://docs.google.com/document/d/1SQpeUDKOACGH3SZq_XkamptFBMVWSE2FFoyuHQsPN0c/edit.

Bryan ISD Substitute Compensation

College Hours	Daily Rate	LT 10-20 Days	LT 21+ Days
HS Diploma/GED/up to 59 college credits	\$80.00	\$90.00	N/A
60+ College Credits	\$90.00	\$100.00	N/A
Degreed	\$100.00	\$115.00	\$125.00
Certified	\$110.00	\$120.00	\$130.00
Permanent Sub/Preferred Sub	\$130.00 /\$135.00		

1. LT assignments are defined as working consecutive days for the same employee. Note: Missing a full day will result in returning to the day one rate prior to day 21.
2. After day 21, Substitutes may miss a maximum of 1 day per 30 work day period without pay or returning to day one rate for the following reasons; employee or family illness, jury duty or subpoena. (If jury duty or subpoena documentation will be required.)

Tutors

Degreed Professionals	\$25.00/hour
Non-degreed personnel	\$15.00/hour

Substituting after Retirement. Contact Teacher Retirement System of Texas for rules regarding Employment after Retirement. www.trs.texas.gov. See section titled **Employment after Retirement**.

Paychecks

All employees of the District are paid semi-monthly on the 15th and last day of the month unless otherwise specified on the payroll calendar. Paycheck vouchers are available in Employee Access Center.

Employees who have misplaced their payroll check or did not receive it as delivered by the U.S. Postal Service, must wait 5 business days until the district will reissue a replacement check. If there is a forwarding address, allow 10 business days before a reissue. The district highly encourages the use of direct deposit to solve this issue.

An employee's payroll statement contains detailed information including deductions, withholding information, and the amount of leave accumulated. See the illustrated guide below if you have questions about your payroll statement. If you have questions concerning your individual pay voucher, please contact either the Payroll Office or Human Resources.

Automatic Payroll Deposit

The district expects employees to have automatic payroll deposit. Employees can have their paychecks electronically deposited into a checking and/or savings account. Any employee may specify a specific dollar amount to one account and the balance in another. A notification period of two (2) pay periods is necessary to activate this service. Forms are available online in Team Connect and at the Payroll department. Contact Payroll for more information about the automatic payroll deposit service. All changes for direct deposit should be turned-in to the Payroll Department 7 days before payday. If an employee has a BISD e-mail account and direct deposit, check stub vouchers can be received by e-mail.

Bryan ISD Sample Pay Voucher

Earnings – regular, overtime, stipends, and supplemental earned this pay period.

Deduction descriptions: standard deductions listed along with others by request.

Amount of deduction this pay period.

Gross wages for the calendar year.

Amount of deductions for the year.

Taxable wages for the calendar year.

PAYROLL DEPARTMENT
979-209-1000

XXXX XXXXX XXX

Earnings	Hours	Amount	Deductions	Amount	YTD Deduct	Contribution	YTD Gross
REGLR SLRY		x,xxx.xx	XXXXXXXXXX	XX.XX	XXX.XX	XX.XX	xxx,xxx.xx
			XXX XXX	XXX.XX	3,279.29	.00	
			XXX XXX	XXX.XX	2,103.15	.00	Current Earnings
			XXX XXX	XX.XX	170.87	28.17	x,xxx.xx
			XXXXXXXX XXX	XXX.XX	137.27	235.00	
			XXXXXXXX XXX	XX.XX	58.87	6.23	Current Net
			XXXX XXXXX	X.XX	.00	1.00	.00
			XXXX XXXXX	XXXX.XX	XX,XXX.XX	.00	
TOTAL	xx.xx	x,xxx.xx					Pay Period Ending
Leave	Balance	Taken YTD					00/00/00
LOC LEAVE	XX.XX	XX.XX					Pay Date
ST PERSONAL	XX.XX	XX.XX					00/00/00
							Stub No
			Total	X,XXX.XX	XX,XXX.XX	XXX.XX	VXXXXXXXXXX

STATEMENT OF EARNINGS AND DEDUCTIONS -PLEASE DETACH AND KEEP FOR YOUR RECORDS

Types of leave days available:

- LOC LEAVE = local BISD leave
- ST PERSONAL = Texas state personal discretionary leave
- STATE SICK = 95-96 and previous
- NON-DUTY = vacation days earned by 12 month employees
- LONGEVITY = vacation days earned by 12- month employees with more than 10 years of service

Number of days available for the leave type.

Number of days taken for the leave type.

Amount of benefit paid by the District on behalf of the employee.

Net amount of payroll if by check.

Net amount of payroll if by direct deposit.

The schedule of pay dates for the 2023-2024 school year are as follows:

Bryan I.S.D. 2023-2024 Payroll Dates			
Absence Reporting Period	Timesheets & Supplemental Pay Due in Payroll	Pay Date	
August 06 to August 19	Tuesday 08/22/2023	9/15/2023	2 weeks
August 20 to September 02	Tuesday 09/05/2023	9/29/2023	2 weeks
September 03 to September 16	Tuesday 09/19/2023	10/13/2023	2 weeks
September 17 to September 30	Tuesday 10/03/2023	10/31/2023	2 weeks
October 1 to October 14	Tuesday 10/17/2023	11/15/2023	2 weeks
October 15 to October 28	Tuesday 10/31/2023	11/30/2023	2 weeks
October 29 to November 11	Tuesday 11/14/2023	12/15/2023	2 weeks
November 12 to December 02	Tuesday 12/05/2023	12/29/2023	3 weeks
December 03 to December 16	Wednesday 01/02/2024	1/12/2024	2 weeks
December 17 to January 6	Tuesday 01/09/2024	1/31/2024	3 weeks
January 7 to January 20	Tuesday 01/23/2024	2/15/2024	2 weeks
January 21 to February 03	Tuesday 02/06/2024	2/29/2024	2 weeks
February 04 to February 17	Tuesday 02/20/2024	3/15/2024	2 weeks
February 18 to March 02	Tuesday 03/05/2024	3/28/2024	2 weeks
March 03 to March 23	Tuesday 03/26/2024	4/15/2024	3 weeks
March 24 to April 06	Tuesday 04/09/2024	4/30/2024	2 weeks
April 07 to April 20	Tuesday 04/23/2024	5/15/2024	2 weeks
April 21 to May 04	Tuesday 05/07/2024	5/31/2024	2 weeks
May 05 to May 18	Tuesday 05/21/2024	6/13/2024	2 weeks
May 19 to June 01	Tuesday 06/04/2024	6/27/2024	2 weeks
June 02 to June 22	Tuesday 06/25/2024	7/15/2024	3 weeks
June 23 to July 06	Tuesday 07/09/2024	7/31/2024	2 weeks
July 07 to July 20	Tuesday 07/23/2024	8/15/2024	2 weeks
July 21 to August 03	Tuesday 08/06/2024	8/26/2024	2 weeks

Federal Holidays for Banks	
Independence Day Tuesday, July 4, 2023	New Year's Day Monday, January 1, 2024
Labor Day Monday, September 4, 2023	MLK Day Monday, January 15, 2024
Columbus Day Monday, October 09, 2023	Presidents' Day Monday, February 19, 2024
Veterans Day ,Saturday, November 11, 2023	Memorial Day Monday, May 27, 2024
Thanksgiving Day Thursday, November 23, 2023	Juneteenth Wednesday, June 19, 2024
Christmas Day Monday, December 25, 2023	

Payroll Deductions

Policy CFEA

The district is required to make the following automatic payroll deductions:

- Teacher Retirement System of Texas (TRS) or Social Security employee contributions
- Federal income tax required for all full-time employees
- Medicare tax (applicable only to employees hired after March 31, 1986)
- Child support and spousal maintenance, if applicable
- Delinquent federal education loan payments, if applicable

Other payroll deductions employees may elect include deductions for the employee's share of premiums for health, dental, life, and vision insurance; annuities and optional retirement plans; and higher education savings plans or prepaid tuition programs. Employees also may request payroll deduction for payment of membership dues to professional organizations and certain charitable contributions such as Brazos Valley United Way and the BISD Education Foundation. Salary deductions are automatically made for unauthorized or unpaid leave.

Overpayments. Employees are not entitled to any funds the district overpays. An agreement between an employee and the district must be in place in order to deduct any overpayment from one or more paychecks if an overpayment occurs.

Overtime Compensation

Policies DEAB, DEC

The district compensates overtime for nonexempt employees in accordance with federal wage and hour laws. All employees are classified as exempt or non-exempt for purposes of overtime compensation. Only nonexempt employees (hourly employees and paraprofessional employees) are entitled to overtime compensation. Nonexempt employees are not authorized to work beyond their normal work schedule without advance approval from their supervisor. A nonexempt employee who works overtime without prior approval will be subject to disciplinary action up to and including termination.

Overtime is legally defined as all hours worked in excess of 40 hours in a workweek and is not measured by the day or by the employee's regular work schedule. For the purpose of calculating overtime, a workweek begins at 12:01 a.m. Sunday and ends at midnight Saturday for all employees. Nonexempt employees that are paid on a salary basis are paid for a 40-hour workweek and do not earn additional pay unless they work more than 40 hours.

Earning comp time should be "the exception, not the general rule." Prior approval from the supervisor or principal is required should situations arise where the employee would work more than 40 hours during any given work week. Any comp time earned should be taken, with permission of the supervisor, as quickly as possible.

Employees may be compensated for overtime (i.e., hours beyond 40 in a workweek) at time-and-a-half rate with compensatory time off (comp time) or direct pay. The following applies to all nonexempt employees:

- The employee shall be informed in advance if overtime hours will accrue compensatory time rather than pay.
- Compensatory time earned by non-exempt employees may not accumulate beyond a maximum of 40 hours.
- Upon reaching 40 hours, the employee shall be paid equivalent to 24 hours. The employee and supervisor shall schedule use of the remaining balance.

- Use of comp time is at the employee's request with supervisor approval as workload permits, or at the supervisor's direction.
- An employee is required to use comp time before using available paid leave (e.g., sick, personal, vacation).
- All regular employees will utilize the district-supported time keeping application for the purpose of wage & salary administration.

Upon resignation, the employee is paid for all compensatory time accumulated.

Upon transfer from one campus or department to another within the District, or upon separation from the District, the employee shall be paid for all compensatory time accumulated.

An employee shall use compensatory time within the duty year in which it is earned. If an employee has any unused compensatory time remaining at the end of a duty year, the District shall pay the employee for the compensatory time.

Travel Expense Reimbursement

Policy DEE

Before any travel expenses are incurred by an employee, the employee's supervisor must give approval. Travel outside the State of Texas must also be pre-approved by the district superintendent. For approved travel, employees will be reimbursed for mileage and other travel expenditures according to the current rate schedule established by the district and the Internal Revenue Service. Employees must submit receipts, to the extent possible, to be reimbursed for allowable expenses other than mileage, in accordance with established reimbursement policy distributed through BISD Business Services. See the *Business Office Procedure Handbook* for additional information located in Team Connect: Procedure Guide under Financial Information.

Health, Dental, and Life Insurance

Policy CRD

Group health insurance coverage is available to employees who work at least 20 hours per week unless the employee is a bus driver. A bus driver is eligible for benefits if they work at least 16 hours per week. The district's contribution to employee benefit premiums is determined annually by the Board of Trustees. Detailed descriptions of benefit coverage, prices, and eligibility requirements are provided to all employees in a separate booklet entitled Employee Benefit Handbook and on the District's website (www.bryanisd.org) under the Employees tab.

The health benefit plan year is January through December. New employees must complete enrollment forms within the first 31 days of employment following the first date of employment. Current employees can make changes in their benefit coverage during the District's annual open enrollment. The District's annual open enrollment dates are announced each year just prior to the open enrollment period. The annual open enrollment period generally begins the last full week of each October and continues for the first (14) calendar days in November. Enrollment dates are subject to change. Employees should contact Employee Benefits at 979-209-1092 for more information.

Supplemental Insurance Benefits

Policy CRD

At their own expense, employees may enroll in supplemental insurance programs. Premiums for these programs are paid by payroll deduction. Employees are encouraged to contact Employee Benefits at 209-1092 for more information.

Cafeteria Plan Benefits (FSA or HSA; Section 125) Employees may be eligible to participate in the Cafeteria Plan (FSA or HSA; Section 125) and, under IRS regulations, must either accept or reject this benefit. This plan enables eligible employees to pay certain insurance premiums on a pretax basis (i.e., disability, accidental death and dismemberment, cancer, heart, medical, dental, and additional life insurance). Claims for benefits under these optional benefits plans are received and reviewed by independent carriers. Some benefits are subject to approval/denial based on evidence of insurability by the carrier (i.e., life insurance).

New employees must accept or reject this benefit during their first month of employment. All employees must accept or reject this benefit on an annual basis and during the specified time period.

Workers' Compensation Insurance

Policy CRE

Bryan ISD provides coverage for treatment and cares for on-the-job injuries and illnesses per the Texas Workers' Compensation Act. Workers' Compensation Insurance helps pay for medical treatment and make up for part of the income lost while recovering. Specific benefits are prescribed by law depending on the circumstances of each case.

If you have an on-the-job injury or illness, it must be reported immediately by the employee to their principal, supervisor, or campus nurse. Employees shall be provided appropriate medical attention as soon as possible. Employees who are unable to work because of a work-related injury must contact Risk Management at 979-209-1133 and will be notified of their rights and responsibilities under the Texas Labor Code by the Risk Management Office. See [Workers' Compensation](#) for information on use of paid leave for such absences.

Unemployment Compensation Insurance

Policy CRF

Employees who have been laid off or terminated through no fault of their own may be eligible for unemployment compensation benefits. Employees are not eligible to collect unemployment benefits during regularly scheduled breaks in the school year or the summer months if they have employment contracts or reasonable assurance of returning to service. Employees with questions about unemployment benefits should contact the Employee Benefits at 979-209-1092.

COBRA

Policy CRF

Employees who have been laid off or terminated through no fault of their own may be eligible for COBRA benefits. Employees are not eligible to collect COBRA benefits until they are no longer an employee of Bryan ISD. Employees can enroll in COBRA benefits for their Medical, Dental, and Vision. Employees who quit or retire can enroll in COBRA benefits for up to 36 months and if employees resign, they can enroll in COBRA benefits for up to 18 months. Employees with questions about COBRA benefits should contact Employee Benefits at 979-209-1133.

Teacher Retirement

All personnel employed on a regular basis for at least four and one-half months are members of the Teacher Retirement System of Texas (TRS). A substitute not receiving TRS service retirement benefits who works at least 90 days a year are eligible to purchase a year of creditable service in TRS. TRS provides members with an annual statement of their account showing all deposits and the total account balance for the year ending August 31, as well as an estimate of their retirement benefits.

Employees who plan to retire under TRS should notify TRS as soon as possible. Information on the application procedures for TRS benefits is available from TRS at Teacher Retirement System of Texas, 1000 Red River Street, Austin, TX 78701-2698, or call 800-223-8778 or 512-542-6400. TRS information is also available on the web (www.trs.texas.gov). For more information see Employment after Retirement in Texas public schools.

Other Benefit Programs

Policy DEB, FDB, CRG

BISD Admission Pass. Each BISD employee is given an annual pass for:

- General admission to any regular season, home athletic event (Not accepted at Varsity Football Games)

- Free admission to any play, concert, or other program presented by Bryan schools. (See restrictions below.)
- Free year-round admission FOR EMPLOYEES ONLY to Bryan Aquatic Center

Restrictions. Pass is not to be used for admission to functions where meals are served (i.e., Feast of Carols, Rudder in the Rotunda) Pass must be returned to school office or Office of Communications if employee leaves BISD during the school year.

Employee Assistance Program. Bryan ISD provides a comprehensive Employee Assistance Program to all employees and their eligible dependents at no cost up to 6 visits per year to give employees the help needed with life challenges when they need it. The employee assistance program provides the services of a professional and experienced counselor who can help identify the challenge and, if necessary, refer to the appropriate community resource for assistance. This is a confidential program and may be accessed through direct contact with Deer Oaks EAP at 1-866-327-2400.

Transfer of District employee's children. A non-resident student whose parent or legal guardian is an employee of the District and who meets all other criteria for an eligible student may legally transfer to this District. Policy for transfer requests are specified in FDB (Administrative Regulation). Procedures for transfer requests are available on the district's website.

If space permits, children of district employees may attend a campus regardless of their designated attendance zones, under the regulations specified in FDB (Administrative Regulation).

Each approved request is valid unless the parent or guardian's employment with the district is terminated. When the district no longer employs the parent or guardian, the student may continue his or her enrollment in the district until the end of the semester in which the employment termination took place.

Deferred compensation and annuities. Public school employees have the option to enter into tax sheltered 403(b) (TCG Administrators) or 457 (TSA Consulting) investments using payroll deductions with those companies meeting the guidelines set forth by TRS law, rule and the Internal Revenue Code.

If an employee desires to enter into an investment with a company meeting the Internal Revenue Code and approved by TSA Consulting, the Third Party Administrator for BISD, the employee must complete a salary reduction agreement with the district setting forth the vendor selection and amount of the deduction. Deductions shall become effective on the first day of the next month following the date of the salary reduction agreement execution date. The salary reduction agreement will remain in full force and effect unless terminated by written agreement of the employee. Salary reduction agreements can be found under Team Connect under Benefits > 403(b)_457 Plan Information_FICA Alternative.

Leaves and Absences

Policies DEC, DECA, DECB

The district offers employees paid and unpaid leaves of absence in times of personal need. This handbook describes the basic types of leave available and restrictions on leaves of absence. Employees who expect to be absent for an extended period of more than five days should call Human Resources at angela.behrens@bryanisd.org or 209-1090 for information about applicable leave benefits, payment of insurance premiums, and requirements for communicating with the district.

When an employee is out on protective leave status (Family Medical Leave (FMLA) and/or Temporary Disability Leave (TDL), they should not be performing any tasks or communication that is work-related. This would include responding to work-related emails, attending work-related events (staff development, staff meetings, open house events, etc.).

Paid leave must be used in half day and whole day increments. However, if an employee is taking intermittent family and medical leave, leave shall be recorded in one-hour increments.

Earned comp time must be used before any available paid state and local leave. Available leave will be used in the following order:

1. Earned compensatory time must be used before any other accrued leave
2. Unless an employee requests a different order, available leave other than compensatory time will be used in the following order:
 - Local leave (LOC LEAVE).
 - State sick leave accumulated before the 1995–96 school year.
 - State personal leave (ST PERSONAL).
 - Local sell-back days earned before June 30, 1992.

Employees must follow district and department or campus procedures to report or request any leave of absence and complete the appropriate form or certification. Any unapproved absences or absences beyond accumulated or available paid leave shall result in deduction from the employee's pay.

If an employee does not report or request leave of absence(s) according to district procedures, the incident is considered a "no call/no show". An employee who is absent for 3 consecutive days without notice is considered to have abandoned their job and may face disciplinary consequences up to and including termination. If it is determined that an at-will employee has no intention of returning to the job, disciplinary action up to termination for job abandonment will occur. See [Termination of Contract](#) employees for procedures related to employees under contract (See DFE legal).

It is the employee's responsibility to confirm the record of their absence in Frontline (Formerly known as Aesop) and/or Time Clock. Employees must make verbal contact with their supervisor

if they are absent due to illness of themselves or an immediate family member. Discretionary absences such as state personal, vacation, longevity or non-duty, must have advance approval from the employee's supervisor at least 5 days in advance of the absence date.

Immediate Family. For purposes of leave other than family and medical leave, immediate family is defined as the following:

- Spouse
- Son or daughter, including a biological, adopted, or foster child, a son- or daughter-in-law, a stepchild, a legal ward, or a child for whom the employee stands in loco parentis.
- Parent, stepparent, parent-in-law, or other individual who stands in loco parentis to the employee.
- Sibling, stepsibling, and sibling-in-law
- Grandparent and grandchild
- Any person residing in the employee's household at the time of illness or death

For purposes of family and medical leave, the definition of family is limited to spouse, parent, son or daughter, and next of kin. The definition of these are found in Policy DECA (LEGAL).

Medical Certification. Any employee who is absent more than 3 days because of a personal or family illness must submit a medical certification from a qualified health care provider confirming the specific dates of the illness, the reason for the illness, and—in the case of personal illness—the employee's fitness to return to work.

The district may require medical certification due to an employee's questionable pattern of absences or when deemed necessary by the supervisor or superintendent. The district may also request medical certification when an employee requests leave under the Family and Medical Leave Act (FMLA) for the employee's serious health condition, a serious health condition of the employee's spouse, parent, or child, or for military caregiver leave. An employee shall submit medical certification of the need for leave if:

1. The employee is absent more than three consecutive workdays because of personal illness or illness in the immediate family;
2. The District requires medical certification due to a questionable pattern of absences or when deemed necessary by the supervisor or Superintendent;
3. The employee requests FMLA leave for the employee's serious health condition or that of a spouse, parent, or child; or
4. The employee requests FMLA leave for military caregiver purposes.

The medical certification must be from a qualified health care provider confirming the specific dates of the illness, the reason for the illness, and—in the case of personal illness—the employee's fitness to return to work. A fitness for duty form can be located in My Files > ClassLink > Team Connect > Human Resources.

The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits covered employers from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by this law. To comply with this law, we ask that employees and health care providers do not provide any genetic information in any medical certification. 'Genetic information,' as defined by GINA, includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

Continuation of Health Insurance. Employees on an approved leave of absence other than family and medical leave may continue their insurance benefits at their own expense. Health insurance benefits for employees on paid leave and leave designated under the FMLA will be paid by the district as they were prior to the leave. Otherwise, the district does not pay any portion of insurance premiums for employees who are on unpaid leave.

Personal Leave

State law entitles all TRS eligible employees to five days of paid personal leave per year. Personal leave is available for use at the beginning of the year. A day of personal leave is equivalent to the number of hours per day in an employee's usual assignment, whether full-time or part-time. State personal leave accumulates without limit, is transferable to other Texas school districts, and generally transfers to education service centers. Personal leave may be used for two general purposes: nondiscretionary and discretionary.

Nondiscretionary. Leave taken for personal or family illness, family emergency, a death in the family, or active military service is considered nondiscretionary leave. Reasons for this type of leave allow very little, if any, advance planning. Nondiscretionary may be used in the same manner as state sick leave.

Discretionary. Leave taken at an employee's discretion that can be scheduled in advance is considered discretionary leave. An employee wishing to take discretionary personal leave must submit a request to his or her principal or supervisor five days in advance of the anticipated absence. The effect of the employee's absence on the educational program or department operations, as well as the availability of substitutes, will be considered by the principal or supervisor. Discretionary use of leave shall not exceed three consecutive workdays.

Leave Proration. If an employee separates from employment with the district before his or her last duty day of the year, or begins employment after the first duty day, state personal leave will be prorated based on the actual time employed. When an employee separates from employment before the last duty day of the school year, the employee's final paycheck will be reduced by the amount of state personal leave the employee used beyond his or her pro rata entitlement for the school year.

Earning Leave. Each employee shall earn state personal leave, in equivalent workdays, at the rate of one per month of employment, up to the statutory maximum of five workdays annually. For persons employed 100 percent of the day, not more than five days shall be earned in any one school year. For persons employed for at least 50 percent but less than 100 percent of the day, not more than two and one-half days shall be earned in any one year.

Leave availability. Paid leave shall not be approved for more workdays than have been accumulated in prior years plus those earned during the current year. For contract employees, leave for the current year shall be available for use at the beginning of the school year. For all other employees, leave for the current year shall be available as it is earned. When an employee who has used more leave than he or she has accumulated ceases to be employed by the district, the cost of the unearned leave days shall be deducted from the employee's final paycheck.

NOTICE: Contract employees should be aware the Payroll Department posts the **advanced** state personal and local leave days that may be earned for that contract period on the paycheck stub (e.g., five state personal and five local days for contract employees scheduled to work 187 days). Absences in excess of accumulated paid leave and unexcused absences (e.g., discretionary absence on a staff development day that is not approved by the principal/supervisor) will result in non-paid or "dock days".

Other Absences. Absences for illness in excess of earned leave shall result in a deduction of the daily rate of pay for each workday of absence. Unless otherwise provided, any other absences shall be without pay and shall result in the deduction of the employee's daily rate of pay for each day of absence. When any leave of absence is used for purposes other than those purposes for which it was granted, the leave is subject to review, and the employee may be subject to disciplinary action.

Concurrent Use of Leave. The District shall require employees to use family and medical leave concurrently with paid leave and with temporary disability leave if applicable.

Compensatory Time

Policy DEAB

A maximum of 40 hours of compensatory time (comp time) may be accrued. After 40 hours have been accrued, the supervisor works with the employee to take time off to bring comp time back down to 24 hours or lower. The District shall require the employee to use the compensatory time, or at the District's option, the District shall pay the employee for the compensatory time down to a balance of 24 hours.

Leave will be used in the following order:

1. Comp time must be used before any other accrued leave

2. Any other accrued leave such as local, state sick leave accumulated before the 1995-96 school year, state personal leave, local sell-back days earned before June 30, 1992 may be used in any order

Paraprofessional staff who leave prior to the fulfillment of a 39 hour work week will be docked comp time to reach the 39 hours.

Upon transfer from one campus or department to another within the District, or upon separation from the District, the employee shall be paid for all compensatory time accumulated.

An employee shall use compensatory time within the duty year in which it is earned. If an employee has any unused compensatory time remaining at the end of a duty year, the District shall pay the employee for the compensatory time.

Non-Duty Days

Eligibility. Non-Duty days are time when one has permission to be absent from work. The salary for all professional and paraprofessional 12-month employees is based on a 226-day work calendar. The salary is spread evenly over 24 pay periods. The remaining number of days in the year, after subtracting non-paid holidays and weekends, is the number of non-duty days in a given (work) year.

Earned Days. To receive the full 12-month salary including non-duty days, an employee must work all 226 days. An employee who does not work 226 days between July 1 and June 30 will not have earned any non-duty days.

Accumulation. An employee may carry no more than 10 non-duty days from one year to another. Non-duty days shall be used within 13 months of the date earned.

Usage Guidelines. Employees who work a 12-month schedule can use those days at their discretion pending approval of their supervisor.

Payout. The current year balance, whether earned or not earned, will not be paid out. Paraprofessional and auxiliary employees who work more days than he or she was paid will be paid for those days when they leave the District. An employee can ultimately owe the District if they have been paid for days they did not work because non-duty days are not earned until the calendar term is completed. Accumulated earned prior year non-duty days for 226-day paraprofessionals shall be paid under the following circumstances:

1. changes position from full-time to part-time;
2. reduces his or her work contract below 12 months; or
3. is separated from the District

Vacation

Policy DEC

Twelve-month auxiliary employees earn 1 day of paid discretionary vacation time per month up to seven days each year. Employees are allowed to carryover a limit of 10 unused days. Any prior year balance will be paid upon resignation. Current year balance, whether earned or not earned, will not be paid out.

Paid Longevity Days

Eligibility. The District shall award paid longevity days to eligible employees. The intent of paid vacation is to reward employees for longevity and service to the District. Eligible employees are full-time employees who work 32 hours per week or more in positions requiring 12 months of service and have 10 or more years of consecutive service with the District. Twelve-month positions are defined as work requirements of 226 days or more per contract year.

Earned Days. On July 1 of each year, each employee who was eligible for the preceding school year shall have five days of paid longevity added to his or her leave bank.

Accumulation. Longevity days shall be used within 13 months of the date earned. Accumulated longevity days shall be lost and shall not be paid under the following circumstances:

4. A balance remains after 13 months (or July 31);
5. An employee changes positions from full-time to part-time;
6. An employee reduces his or her work contract below 12 months; or
7. An employee is separated from the District

Usage Guidelines. Longevity days shall be paid at the employee's rate of pay at the time of use. The uses of these days shall be subject to approval by the employee's immediate supervisor and shall be planned so as not to interrupt the normal work requirements. Longevity days shall not be used to extend the last day of work or employment in the event of resignation or termination. In the event an employee is separated from the District and then rehired, eligibility for longevity days must be earned from the most recent hiring date.

State Sick Leave

State sick leave accumulated before 1995 is available for use and may be transferred to other school districts in Texas. State sick leave may be used for the following reasons only:

- Employee illness
- Illness in the employee's immediate family
- Family emergency (i.e., natural disasters or life-threatening situations)
- Death in the immediate family

- Active military service

Local Leave

All full-time employees scheduled for 20 hours a week or more and full-time transportation employees scheduled for 15 hours a week or more shall earn five workdays of paid local leave (LOC LEAVE) per school year at a rate of one day per month, to a maximum of five days per school year. Local leave shall accumulate without limit.

Local leave shall be used for the same reasons and in the same manner as state sick leave accumulated before May 30, 1995, including personal or family illness, family emergency, and death in the immediate family. [See DEC (LEGAL)] Local leave is not provided for temporary employees. Absences posted on leave banks may be viewed on the Employee Access Center at <https://eac.bryanisd.org>.

Other Discretionary Leave

For instructional and campus personnel, all other discretionary leave (other than non-discretionary state personal leave (ST PERSONAL), including longevity leave, non-duty leave, or vacation leave) shall not be taken during the instructional school year. Use of all other discretionary leave shall be approved by the employee's immediate supervisor.

Employees shall be charged leave as used even if a substitute is not employed. Leave shall not be approved for more workdays than have been accumulated in prior years plus those earned during the current year. **All errors and omissions must be reported to Payroll within 30 days of the check date.**

Leave must be used in whole workday and half workday increments. However, if an employee is taking intermittent family and medical leave, leave shall be recorded in one-hour increments. **Earned comp time must be used before any available paid state and local leave.**

Order in which leave is charged. Earned compensatory time shall be used before any available paid state and local leave. Available leave will be used in the following order:

1. Earned compensatory time must be used before any other accrued leave
2. Unless an employee requests a different order, available leave other than compensatory time will be used in the following order:
 - Local leave (LOC LEAVE).
 - State sick leave accumulated before the 1995–96 school year.
 - State personal leave (ST PERSONAL).
 - Local sell-back days earned before June 30, 1992.

Use of sick leave bank days shall be permitted only after all available state and local leave has been exhausted.

Some support personnel receive paid days for vacation and holidays. Check specific employee calendars for the number and types of paid days. To receive holiday pay, an eligible employee must be physically at work or be in a paid leave status the preceding scheduled work day as well as the post scheduled work day from that holiday. If an eligible employee is out on unpaid leave status at the beginning of the school year they will not start to accrue days until they have worked at least one month.

School Business Absences

All Bryan ISD employees must limit the number of school business absences to as few as possible. A two-week advanced notice is required for all school business absences with definitive justification and approval by the employee's immediate supervisors. All out-of-state travel for school business must have advance approval by the immediate supervisor and the superintendent. A post-event report/presentation shall be provided by employees who attend a conference or workshop to the employee's colleagues and must be conducted within a reasonable time of return.

Sick Leave Bank and Voluntary Leave Pool

Policy DEC (Local)

The Board authorizes establishment of a Sick Leave Bank and Voluntary Leave Pool. The BISD Sick Leave Bank is a membership-based bank for employees who contribute days during a specific enrollment period. The Voluntary Leave Pool is a one-time use pool where leave days are donated by other employees for a specific individual's needs.

The Superintendent or designee shall develop regulations (regulations can be found in My Files > ClassLink > Team Connect > Benefits > Sick Leave Bank) for the operation of the sick leave bank that address the following:

1. Membership in the sick leave bank, including the number of days an employee must donate to become a member;
2. Eligibility to activate the Voluntary Leave Pool for a specific individual.
3. Procedures to request leave from the Sick Leave Bank or Voluntary Leave Pool;
4. The maximum number of days per school year a member employee may receive from the sick leave bank and maximum usage of by an employee of the Voluntary Leave Pool;
5. The transfer of the balance of any local leave to the sick leave bank from those employees who separate from employment with the District with the intent to retire;

6. The committee or administrator authorized to consider requests for leave from the sick leave bank and criteria for granting requests; and
7. Other procedures deemed necessary for the operation of the Sick Leave Bank.

All decisions regarding the Sick Leave Bank or Voluntary Leave Pool may be appealed to the Sick Leave Bank committee. After the Sick Leave Bank committee, an appeal may be filed in accordance with DGBA (LOCAL). There may be no appeal beyond the Superintendent. For more information, contact Human Resources (979) 209-1090.

Family and Medical Leave (FML)—General Provisions

The following text is from the federal notice, *Your Employee Rights Under the Family and Medical Leave Act*. Specific information that the district has adopted to implement the FMLA follows this general notice.

What is FMLA leave?

The Family and Medical Leave Act (FMLA) is a federal law that provides eligible employees with job-protected leave for qualifying family and medical reasons.

The U.S. Department of Labor’s Wage and Hour Division (WHD) enforces the FMLA for most employees. Eligible employees can take up to 12 workweeks of FMLA leave in a 12-month period for:

- The birth, adoption or foster placement of a child with you,
- Your serious mental or physical health condition that makes you unable to work,
- To care for your spouse, child or parent with a serious mental or physical health condition, and
- Certain qualifying reasons related to the foreign deployment of your spouse, child or parent who is a military service member.

An eligible employee who is the spouse, child, parent or next of kin of a covered service member with a serious injury or illness may take up to 26 workweeks of FMLA leave in a single 12-month period to care for the service member.

You have the right to use FMLA leave in one block of time. When it is medically necessary or otherwise permitted, you may take FMLA leave intermittently in separate blocks of time, or on a reduced schedule by working less hours each day or week. Read Fact Sheet #28M(c) for more information.

FMLA leave is not paid leave, but you may choose, or be required by your employer, to use any employer-provided paid leave if your employer’s paid leave policy covers the reason for which you need FMLA leave.

Am I eligible to take FMLA leave?

You are an eligible employee if all of the following apply:

- You work for a covered employer,
 - You have worked for your employer at least 12 months,
 - You have at least 1,250 hours of service for your employer during the 12 months before your leave, and
 - Your employer has at least 50 employees within 75 miles of your work location
- Airline flight crew employees have different “hours of service” requirements.

You work for a covered employer if one of the following applies:

- You work for a private employer that had at least 50 employees during at least 20 work weeks in the current or previous calendar year,
- You work for an elementary or public or private secondary school, or
- You work for a public agency, such as a local, state or federal government agency.

Most federal employees are covered by Title II of the FMLA, administered by the Office of Personnel Management

How do I request FMLA leave?

Generally, to request FMLA leave you must:

- Follow your employer's normal policies for requesting leave,
- Give notice at least 30 days before your need for FMLA leave, or
- If advance notice is not possible, give notice as soon as possible.

You do not have to share a medical diagnosis but must provide enough information to your employer so they can determine whether the leave qualifies for FMLA protection. You must also inform your employer if FMLA leave was previously taken or approved for the same reason when requesting additional leave.

Your employer may request certification from a health care provider to verify medical leave and may request certification of a qualifying exigency.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.

State employees may be subject to certain limitations in pursuit of direct lawsuits regarding leave for their own serious health conditions. Most federal and certain congressional employees are also covered by the law but are subject to the jurisdiction of the U.S. Office of Personnel Management or Congress

What does my employer need to do?

If you are eligible for FMLA leave, your employer must:

- Allow you to take job-protected time off work for a qualifying reason,
- Continue your group health plan coverage while you are on leave on the same basis as if you had not taken leave, and
- Allow you to return to the same job, or a virtually identical job with the same pay, benefits and other working conditions, including shift and location, at the end of your leave.

Your employer cannot interfere with your FMLA rights or threaten or punish you for exercising your rights under the law. For example, your employer cannot retaliate against you for requesting FMLA leave or cooperating with a WHD investigation.

After becoming aware that your need for leave is for a reason that may qualify under the FMLA, your employer must confirm whether you are eligible or not eligible for FMLA leave. If your employer determines that you are eligible, your employer must notify you in writing:

- About your FMLA rights and responsibilities, and
- How much of your requested leave, if any, will be FMLA-protected leave.

Where can I find more information?

Call 1-866-487-9243 or visit dol.gov/fmla to learn more.

If you believe your rights under the FMLA have been violated, you may file a complaint with WHD or file a private lawsuit against your employer in court. Scan the QR code to learn about our WHD complaint process.



WAGE AND HOUR DIVISION
UNITED STATES DEPARTMENT OF LABOR



Local Procedures for Implementing Family and Medical Leave Provisions

Eligible employees can take up to 12 weeks of unpaid leave in the 12-month period from July 1 through June 30.

Use of Paid Leave. FML runs concurrently with accrued sick and personal leave, temporary disability leave, compensatory time, assault leave, and absences due to a work-related illness or injury. The district will designate the leave as FML, if applicable, and notify the employee that accumulated leave will run concurrently.

Combined Leave for Spouses. Spouses who are employed by the district are limited to a combined total of 12 weeks of FML to care for a parent with a serious health condition; or for

the birth, adoption, or foster placement of a child. Military caregiver leave for spouses is limited to a combined total of 26 weeks.

Intermittent Leave. When medically necessary or in the case of a qualifying exigency, an employee may take leave intermittently or on a reduced schedule. The district does not permit the use of intermittent or reduced-schedule leave for the care of a newborn child or for adoption or placement of a child with the employee.

Special Enrollment Period for Newborn Children. Coverage of a newborn child will be automatic for the first 31 days following the birth of your newborn child. For coverage to continue beyond this time, you must notify Employee Benefits at 979-209-1092 within 31 days of birth and pay any required contributions within that 31-day period or a period consistent with the next billing cycle.

Coverage will become effective on the date of birth. If the Claims Administrator is notified through the Human Resources Benefits office after that 31-day period, the next opportunity for enrollment will be during open enrollment for all employees.

Fitness for Duty. An employee that takes FML due to the employee's own serious health condition shall provide, before resuming work, a fitness-for-duty certification from the health care provider. When leave is taken for the employee's own serious health condition, the certification must address the employee's ability to perform essential job functions. The district shall provide a list of essential job functions (e.g., job description) to the employee with the FML designation notice to share with the health care provider. Fitness for duty is not required when an employee returns to work following leave to care for a family member with a serious health condition; to care for a child following birth, adoption, or foster care placement; or for qualifying exigency leave.

Reinstatement. An employee returning to work at the end of FML will be returned to the same position held when the leave began or to an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment.

In certain cases, instructional employees desiring to return to work at or near the conclusion of a semester may be required to continue on family and medical leave until the end of the semester. The additional time off is not counted against the employee's FML entitlement, and the district will maintain the employees group health insurance and reinstate the employee at the end of the leave according the procedures outlined in policy (see DECA (LEGAL)).

Failure to Return. If, at the expiration of FML, the employee is able to return to work but chooses not to do so, the district may require the employee to reimburse the district's share of insurance premiums paid during any portion of FML when the employee was on unpaid leave. If the employee fails to return to work for a reason beyond the employee's control, such as a continuing personal or family serious health condition or a spouse being unexpectedly

transferred more than 75 miles from the district, the district may not require the employee to reimburse the district's share of premiums paid.

District Contact. Employees that require FML or have questions should contact BISD Human Resources at 979-209-1090 or angela.behrens@bryanisd.org for details on eligibility, requirements, and limitations.

Temporary Disability Leave

Policy DBB

Certified Employees. Any full-time employee whose position requires certification from the State Board for Educator Certification (SBEC) is eligible for temporary disability leave. The purpose of temporary disability leave is to provide job protection to full-time educators who cannot work for an extended period of time because of a mental or physical disability of a temporary nature. Temporary disability leave must be taken as a continuous block of time. It may not be taken intermittently or on a reduced schedule. Pregnancy and conditions related to pregnancy are treated the same as any other temporary disability.

Employees must request approval for temporary disability leave. An employee's notification of need for extended absence due to the employee's own medical condition shall be accepted as a request for temporary disability leave. The request must be accompanied by a physician's statement confirming the employee's inability to work and estimating a probable date of return. If disability leave is approved, the length of leave is no longer than 180 calendar days.

If an employee is placed on temporary disability leave involuntarily, he or she has the right to request a hearing before the board of trustees. The employee may protest the action and present additional evidence of fitness to work.

When an employee is ready to return to work, Human Resources should be notified at least 30 days in advance by email or phone at angela.behrens@bryanisd.org or 979-209-1090. The return-to-work notice must be accompanied by a physician's statement confirming that the employee is able to resume regular duties. Certified employees returning from leave will be reinstated to the school to which they were previously assigned if an appropriate position is available. If an appropriate position is not available, the employee may be assigned to another campus, subject to the approval of the campus principal. If a position is not available before the end of the school year, the employee will be reinstated to a position at the original campus at the beginning of the following school year.

Non-certified positions. Other full-time professional and paraprofessional employees shall be eligible for temporary disability leave as stated herein. The maximum length of temporary disability leave shall be 180 calendar days or until all paid leave and vacation days, if any, have been exhausted, whichever is greater.

The Superintendent or designee shall have authority to place an employee on temporary disability leave, as appropriate, when in the judgment of the Superintendent or designee upon review of the medical documentation and/or in consultation with the physician who has performed a medical exam, the employee's condition interferes with the performance of regular duties. [See DBB (LOCAL)]

The District shall make an effort to place a full-time professional or paraprofessional employee returning to active duty after a leave of absence for temporary disability in an assignment at the school or work location where the full-time employee formerly worked, subject to the availability of the same or a similar position. In any event, the full-time employee shall be placed on active duty no later than the beginning of the next school year; however, the assignment may not be in the same or a similar position.

A professional or paraprofessional employee unable or unwilling to return to work at the conclusion of his or her temporary disability leave and the exhaustion of all available leave shall be terminated.

Auxiliary positions. The District may grant an auxiliary employee a leave of absence for temporary disability for a maximum of 60 workdays per 12-month period or until all paid leave is exhausted, whichever is greater. A 12-month period shall be measured backward from the date the employee was granted temporary disability.

The Superintendent or designee shall have authority to place an auxiliary employee on temporary disability leave, as appropriate, when in the judgment of the Superintendent or designee upon re-view of the medical documentation and/or in consultation with the physician who has performed a medical exam, the employee's condition interferes with the performance of regular duties. [See DBB (LOCAL)]

An auxiliary employee returning to active duty after a leave of absence for temporary disability shall be assigned to his or her former position, subject to the availability of the position. In the event the former position is no longer available, the employee shall be assigned to the first available comparable or similar position. If a comparable or similar position does not become available within six weeks from the employee's request to return to active duty, the District shall have no further obligation to return the employee to duty, and the employee's employment shall be terminated.

An auxiliary employee unable or unwilling to return to work at the conclusion of his or her temporary disability leave and the exhaustion of all available leave shall be terminated.

Workers' Compensation Benefits

An employee absent from duty because of a job-related illness or injury may be eligible for workers' compensation weekly income benefits if the absence exceeds 8 calendar days.

An employee absent from duty because of a job-related illness or injury may be eligible for workers' compensation weekly income benefits if the absence exceeds 8 (eight) calendar days. An employee absent because of a job-related injury or illness shall be assigned to family and medical leave, if applicable. An employee receiving workers' compensation wage benefits for a job-related illness or injury may choose to use available, partial-day increments of sick leave or any other paid leave benefits to make up the difference between wage benefits and pre-injury or -illness wages. While an employee is receiving workers' compensation wage benefits, the district will charge available leave proportionately so that the employee receives an amount equal to the employee's regular salary. All questions or concerns regarding Workers' Compensation should contact Risk Management at 979-209-1133.

Assault Leave

Assault leave provides extended job income and benefits protection to an employee who is injured as the result of a physical assault suffered during the performance of his or her job. An injury is treated as an assault if the person causing the injury could be prosecuted for assault or could not be prosecuted only because that person's age or mental capacity renders the person non-responsible for purposes of criminal liability. An incident involving an assault is a work related injury and should be immediately reported to Risk Management.

An employee who is physically assaulted at work may take all the leave time medically necessary (up to two years) to recover from the physical injuries he or she sustained. At the request of an employee, the district will immediately assign the employee to assault leave. Days of leave granted under the assault leave provision will not be deducted from accrued personal leave and must be coordinated with workers' compensation benefits. Upon investigation the district may change the assault leave status and charge leave used against the employee's accrued paid leave. The employee's pay will be deducted if accrued paid leave is not available.

Bereavement Leave

Use of state and/or local leave for death in the immediate family shall be available and can be used for the same purpose as state sick leave.

Jury Duty

Policies DEC, DG

The district provides paid leave to employees who are summoned to jury duty including service on a grand jury. The district will not discharge, threaten to discharge, intimidate, or coerce any

regular employee because of juror or grand juror service or for the employee's attendance or scheduled attendance in connection with the service in any court in the United States. Employees who report to the court for jury duty may keep any compensation the court provides. An employee should report a summons for jury duty to his or her supervisor as soon as it is received and may be required to provide the district a copy of the summons to document the need for leave.

An employee may be required to report back to work as soon as they are released from jury duty. The supervisor may consider the travel time required and the nature of the individual's position when determining the need to report to work. Employees who are dismissed from jury duty before noon are expected to report to their work station in a timely manner. A copy of the release from jury duty or documentation of time spent at the court is required. Send the documentation of the service from the court to Human Resources, angela.behrens@bryanisd.org. If no documentation is received in the Employee Benefit department for jury duty, the employee will be docked.

Compliance with a Subpoena

Employees will be paid while on leave to comply with a valid subpoena to appear in a civil, criminal, legislative, or administrative proceeding related to school business and will not be required to use personal leave. Employees will be required to submit documentation of their need for leave for court appearances.

However, absences for court appearances related to an employee's personal business shall be deducted from the employee's leave balance or taken as leave without pay.

Truancy Court Appearances

An employee who is a parent, guardian of a child, or a court-appointed guardian ad litem of a child who is required to miss work to attend a truancy court hearing may use personal leave or compensatory time for the absence. Employees who do not have paid leave available will be docked for any absence required because of the court appearance.

Religious Observance

Policy DAA

The district will reasonably accommodate an employee's request for absence for a religious holiday or observance. Accommodations such as changes to work schedules or approving a day of absence will be made unless they pose an undue hardship to the district. The employee may use any accumulated personal leave for this purpose. Employees who have exhausted applicable paid leave may be granted an unpaid day of absence.

Military Leave

Policy DECB

Paid Leave for Military Service. Any employee who is a member of the Texas National Guard, Texas State Guard, reserve component of the United States Armed Forces, or a member of a state or federally authorized Urban Search and Rescue Team is entitled to 15 days of paid leave per fiscal year when engaged in authorized training or duty orders by proper authority. An additional seven days of leave per fiscal year are available if called to state active duty in response to a disaster. In addition, an employee is entitled to use available state and local personal or sick leave during a time of active military service.

Reemployment after Military Leave. Employees who leave the district to enter into the United States uniformed services or who are ordered to active duty as a member of the military force of any state (e.g., National or State Guard) may return to employment if they are honorably discharged. Employees who wish to return to the district will be reemployed provided they can be qualified to perform the required duties. Employees returning to work following military leave should contact Human Resources. In most cases, the length of federal military service cannot exceed five years.

Continuation of Health Insurance. Employees who perform service in the uniformed services may elect to continue their health plan coverage at their own cost for a period not to exceed 24 months. Employees should contact Employee Benefits at 209-1092 for details on eligibility, requirements, and limitations.

Payment for Accumulated Leave Upon Separation

Policies DEC

An employee who separates from employment with the District shall not be eligible for payment for accumulated local leave. Local leave is lost upon termination of employment or the last day of employment. Earned state leave will follow the employee to future Texas school district employments upon request of service records.

If the employee is reemployed with the District, days for which the employee received payment shall not be available to that employee.

Employee Relations and Communications

Employee Recognition and Appreciation

Continuous efforts are made throughout the year to recognize employees who make an extra effort to contribute to the success of the district. Employees are recognized at board meetings, in the district newsletter, and through special events and activities. Recognition and appreciation activities also include an Employee Awards program at the end of the school year.

District Communications

Throughout the school year, the BISD Communications Office publishes newsletters, brochures, fliers, calendars, news releases, and other communication materials. These publications offer employees and the community information pertaining to school activities and achievements. They include the following: Cable TV – Channel 16, Campus Calendars, Inside BISD – The Employee Newsletter, Inside BISD, Website – www.bryanisd.org, Facebook, Twitter, Instagram

Complaints and Grievances

Policy DGBA

In an effort to hear and resolve employee concerns or complaints in a timely manner and at the lowest administrative level possible, the board has adopted an orderly grievance process. Employees are encouraged to discuss their concerns or complaints with their supervisors or an appropriate administrator at any time.

The formal process provides all employees with an opportunity to be heard up to the highest level of management if they are dissatisfied with an administrative response. Once all administrative procedures are exhausted, employees can bring concerns or complaints to the board of trustees. For ease of reference, the district's policy concerning the process of bringing concerns and complaints is reprinted as follows:

<https://pol.tasb.org/Policy/Code/225?filter=DGBA>

Employee Complaints and Grievances Process

Informal Process

The Board encourages employees to discuss their concerns and complaints through informal conferences with their supervisor, principal, or other appropriate administrator. Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level.

Direct Communication with Board Members

Employees shall not be prohibited from communicating with a member of the Board regarding District operations except when communication between an employee and a Board member would be inappropriate because of a pending hearing or appeal related to the employee.

Formal Process

If an informal conference regarding a complaint fails to reach the outcome requested by the employee, he or she may initiate the formal process described below by timely filing a written complaint form.

Even after initiating the formal complaint process, employees are encouraged to seek informal resolution of their concerns. An employee whose concerns are resolved may withdraw a formal complaint at any time. The process described in this policy shall not be construed to create new or additional rights beyond those granted by law or Board policy, nor to require a full evidentiary hearing or "mini-trial" at any level.

Notice to Employees

The District shall inform employees of this policy.

Freedom from Retaliation

Neither the Board nor any District employee shall unlawfully retaliate against an employee for bringing a concern or complaint.

Whistleblower Complaints

Whistleblower complaints shall be filed within the time specified by law and may be made to the Superintendent or designee beginning at Level Three. Time lines for the employee and the District set out in this policy may be shortened to allow the Board to make a final decision within 60 calendar days of the initiation of the policy. [See policy DG]

Complaints Against Supervisors

Complaints alleging a violation of law by a supervisor may be made to the Superintendent or designee. Complaints alleging a violation of law by the Superintendent may be made directly to the Board or designee.

In this policy, the terms “complaint” and “grievance” shall have the same meaning. This policy shall apply to all employee complaints, except as provided below.

Exceptions:

This policy shall not apply to:

1. Complaints alleging discrimination, including violations of Title IX (gender), Title VII (sex, race, color, religion, national origin), *ADEA* (age), or Section 504 (disability). [See *DIA*]
2. Complaints alleging certain forms of harassment, including harassment by a supervisor and violations of Title VII. [See *DIA*]
3. Complaints concerning retaliation relating to discrimination and harassment. [See *DIA*]
4. Complaints concerning instructional materials. [See *EFA*]
5. Complaints concerning a commissioned peace officer who is an employee of the District. [See *CKE*]
6. Complaints arising from the proposed nonrenewal of a term contract issued under Chapter 21 of the Education Code. [See *DFBB*]
7. Complaints arising from the proposed termination or suspension without pay of an employee on a probationary, term, or continuing contract issued under Chapter 21 of the Education Code during the contract term. [See *DFAA*, *DFBA*, or *DFCA*, respectively]

General Provisions Filing

Complaint forms and appeal notices may be filed by hand-delivery, fax, or U.S. Mail. Hand-delivered filings shall be timely filed if received by the appropriate administrator or designee by the close of business on the deadline. Fax filings shall be timely filed if they are received on or before the deadline, as indicated by the date/time shown on the fax copy. Mail filings shall be timely filed if they are postmarked by U.S. Mail on or before the deadline and received by the appropriate administrator or designated representative no more than three days after the deadline.

Response

At Levels One, Two, and Three, “response” shall mean a written communication to the employee from the appropriate administrator. Responses may be hand-delivered sent by electronic communication to the employee's email address of record, or sent by U.S. Mail to the employee's mailing address of record. Mailed responses shall be timely if they are postmarked by U.S. Mail on or before the deadline.

Days

“Days” shall mean District business days, unless otherwise noted. In calculating time lines under this policy, the day a document is filed is “day zero.” The following business day is “day one.”

Representative

"Representative" shall mean any person who or an organization that does not claim the right to strike and is designated by the employee to represent him or her in the complaint process.

The employee may designate a representative through written notice to the District at any level of this process. The representative may participate in person or by telephone conference call. If the employee designates a representative with fewer than three days' notice to the District before a scheduled conference or hearing, the District may reschedule the conference or hearing to a later date, if desired, in order to include the District's counsel. The District may be represented by counsel at any level of the process.

Consolidating Complaints

Complaints arising out of an event or a series of related events shall be addressed in one complaint. Employees shall not bring separate or serial complaints arising from any event or series of events that have been or could have been addressed in a previous complaint. When two or more complaints are sufficiently similar in nature and remedy sought to permit their resolution through one proceeding, the District may consolidate the complaints.

Untimely Filings

All time limits shall be strictly followed unless modified by mutual written consent. If a complaint form or appeal notice is not timely filed, the complaint may be dismissed, on written notice to the employee, at any point during the complaint process. The employee may appeal the dismissal by seeking review in writing within ten days from the date of the written dismissal notice, starting at the level at which the complaint was dismissed. Such appeal shall be limited to the issue of timeliness.

Costs Incurred

Each party shall pay its own costs incurred in the course of the complaint.

Complaint Form

Complaints under this policy shall be submitted in writing on a form provided by the District. Copies of any documents that support the complaint should be attached to the complaint form. If the employee does not have copies of these documents, they may be presented at the Level One conference. After the Level One conference, no new documents may be submitted by the employee. A complaint form that is incomplete in any material aspect may

be dismissed, but may be re-filed with all the required information if the re-filing is within the designated time for filing a complaint.

Audio Recording

As provided by law, an employee shall be permitted to make an audio recording of a conference or hearing under this policy at which the substance of the employee's complaint is discussed. The employee shall notify all attendees present that an audio recording is taking place.

The following is the grievance form located in the BISD website under Board of Trustees > Grievance Process.

Bryan Independent School District
GRIEVANCE FORM

Name: _____
Phone Number: _____
Position: _____

Date: _____
Email Address: _____
Campus/Location: _____

Complaints/Grievances should be completed with the appropriate information and file by either hand delivery, fax, or mail to Bryan ISD Attention (See list below) at 801 S. Ennis St. Bryan, TX 77803.

To initiate a Student/ Parent complaint (FNG Local)- Attention School Leadership

To initiate an Employee complaint (DGBA Local)- Attention Human Resources

To initiate a Public complaint (GF Local)- Attention Communications Department

(Please refer to www.bryanisd.org → School Board & Policies → Grievance Process for fax numbers)

Please check the correct response:

Careful attention is to be given to the timelines specified in Bryan ISD Board Policies.

____ **Level One** grievance will be heard according to the applicable Board policy. This is the first step in the grievance process.

____ **Level Two** grievance will be heard according to the applicable Board policy. Submit this form with copies of the *Grievance Form* filed at Level One and the written response attached.

____ **Level Three** grievance will be heard according to the applicable Board policy. Submit this form with copies of the *Grievance Forms* filed at Level One and Level Two and the written responses to each attached.

____ **Level Four** grievance will be heard according to the applicable Board policy. Submit this form with copies of the *Grievance Forms* filed at Level One, Level Two, and Level Three and the written responses to each attached.

*All grievances will be processed in accordance with BISD Board Policies:
www.bryanisd.org → School Board & Policies → Grievance Process*

Please provide the following information:

1. **Statement of Grievance or Complaint:** (Describe completely and specifically when, where, and how the situation being grieved occurred. List supporting facts, including a statement of alleged harm. Use the space provided or attach an additional sheet of paper.)

2. **Remedy or relief sought:**

3. **Additional information:**

Signature _____

Level One

Complaint forms must be filed:

1. Within 15 days of the date the employee first knew, or with reasonable diligence should have known, of the decision or action giving rise to the complaint or grievance; and
2. With the lowest level administrator who has the authority to remedy the alleged problem. In most circumstances, employees on a school campus shall file Level One complaints with the campus principal; other District employees shall file Level One complaints with their immediate supervisor.
3. If the only administrator who has authority to remedy the alleged problem is the Superintendent or designee, the complaint may begin at Level Three following the procedure, including deadlines, for filing the complaint form at Level One.

If the complaint is not filed with the appropriate administrator, the receiving administrator must note the date and time the complaint form was received and immediately forward the complaint form to the appropriate administrator.

The appropriate administrator shall investigate as necessary and schedule a conference with the employee within ten days after receipt of the written complaint. The administrator may set reasonable time limits for the conference.

Absent extenuating circumstances, the administrator shall provide the employee a written response within ten days following the conference. In reaching a decision, the administrator may consider information provided at the Level One conference and any other relevant documents or information the administrator believes will help resolve the complaint.

Level Two

If the employee did not receive the relief requested at Level One or if the time for a response has expired, the employee may request a conference with the Superintendent's designee to appeal the Level One decision.

The appeal notice must be filed in writing, on a form provided by the District, within ten days of the date of the written Level One response or, if no response was received, within ten days of the Level One response deadline.

After receiving notice of the appeal, the Level One administrator shall prepare and forward a record of the Level One complaint to the Level Two administrator. The employee may request a copy of the Level One record.

The Level One record shall include:

- The original complaint form and any attachments.
- All other documents submitted by the employee at Level One.
- The written response issued at Level One and any attachments.
- All other documents relied upon by the Level One administrator in reaching the Level One decision.

The Level Two administrator shall schedule a conference within ten days after the appeal notice is filed. The conference shall be limited to the issues and documents considered at Level One. At the conference, the employee may provide information concerning any documents or information relied upon by the administration for the Level One decision. The Level Two administrator may set reasonable time limits for the conference.

The Level Two administrator shall provide the employee a written response within ten days following the conference. In reaching a decision, the Level Two administrator may consider the Level One record, information provided at the Level Two conference, and any other relevant documents or information the Level Two administrator believes will help resolve the complaint.

Recordings of the Level One and Level Two conferences, if any, shall be maintained with the Level One and Level Two records.

Level Three

If the employee did not receive the relief requested at Level Two or if the time for a response has expired, the employee may request a conference with the Superintendent or designee to appeal the Level Two decision.

The appeal notice must be filed in writing, on a form provided by the District, within ten days of the date of the written Level Two response or, if no response was received, within ten days of the Level Two response deadline.

After receiving notice of the appeal, the Level Two administrator shall prepare and forward a record of the Level Two appeal to the Superintendent or designee. The employee may request a copy of the Level Two record.

The Level Two record shall include:

- The Level One record.
- The notice of appeal from Level One to Level Two.
- The written response issued at Level Two and any attachments.
- All other documents relied upon by the Level Two administrator in reaching the Level Two decision.

The Superintendent or designee shall schedule a conference within ten days after the appeal notice is filed. The conference shall be limited to the issues and documents considered at Level One and Level Two and identified in the Level Three appeal notice. At the conference, the employee may provide information concerning any documents or information relied upon by the administration for the Level Two decision. The Superintendent or designee may set reasonable time limits for the conference.

The Superintendent or designee shall provide the employee a written response within ten days following the conference. In reaching a decision, the Superintendent or designee may consider the Level One and Level Two records, information provided at the Level Three conference, and any other relevant documents or information the Superintendent or designee believes will help resolve the complaint.

Recordings of the Level One, Level Two, and Level Three conferences, if any, shall be maintained with the Level One, Level Two, and Level Three records.

Level Four

If the employee did not receive the relief requested at Level Three or if the time for a response has expired, the employee may appeal the decision to the Board.

The appeal notice must be filed in writing, on a form provided by the District, within ten days of the date of the written Level Three response or, if no response was received, within ten days of the Level Three response deadline.

The Superintendent or designee shall inform the employee of the date, time, and place of the Board meeting at which the complaint will be on the agenda for presentation to the Board.

The Superintendent or designee shall provide the Board the record of the Level Three appeal. The employee may request a copy of the Level Three record.

The Level Three record shall include:

- The Level One record.
- The Level Two record.
- The notice of appeal from Level Two to Level Three.
- The written response issued at Level Three and any attachments.
- All other documents relied upon by the Superintendent in reaching the Level Three decision.

The appeal shall be limited to the issues and documents considered at Level Three, except that if at the Level Four hearing the administration intends to rely on evidence not included in the Level Three record, the administration shall provide the employee notice of the nature of the evidence at least three days before the hearing.

The District shall determine whether the complaint will be presented in open or closed meeting in accordance with the Texas Open Meetings Act and other applicable law. [See BE]

The presiding officer may set reasonable time limits and guidelines for the presentation, including an opportunity for the employee and administration to each make a presentation and provide rebuttal and an opportunity for questioning by the Board. The Board shall hear the complaint and may request that the administration provide an explanation for the decisions at the preceding levels.

In addition to any other record of the Board meeting required by law, the Board shall prepare a separate record of the Level Four presentation. The Level Four presentation, including the presentation by the employee or the employee's representative, any presentation from the administration, and questions from the Board with responses, shall be recorded by audio recording, video/audio recording, or court reporter.

The Board shall then consider the complaint. It may give notice of its decision orally or in writing at any time up to and including the next regularly scheduled Board meeting. If the

Board does not make a decision regarding the complaint by the end of the next regularly scheduled meeting, the lack of a response by the Board upholds the administrative decision at Level Three.

Wages, Hours of Work, Conditions

The prohibition against collective bargaining shall not impair employees' rights to present grievances concerning their wages, hours of employment, or conditions of work, either individually or through a representative that does not claim the right to strike. Gov't Code 617.005

Appraisals

Employees may present grievances regarding the appraisal process and shall receive a written response. The Board has the authority to review the educational judgment of an appraiser regarding denial of credit and may award credit only if the appraiser's educational judgment was clearly erroneous or an abuse of discretion. *Navarro v. Ysleta ISD*, Comm. Of Ed. Dec. 007-R8-988 (1994)

Right to Representation

An employee, or a group of employees, may be represented in a grievance presentation at any level through an attorney or through any other person or organization that does not claim the right to strike. Gov't Code 617.005; *Corpus Christi Fed. Of Teachers v. Corpus Christi ISD*, 572 S.W.2d 663 (Tex. 1978); *Sayre v.*

Mullins, 681 S.W.2d 25 (Tex. 1984); *Lubbock Professional Firefighters v. City of Lubbock*, 742 S.W.2d 413 (Tex. App.—Amarillo, writ ref'd n.r.e.)

Presentation

An employee's legal right to present a grievance is satisfied at each level when someone in a position of authority hears the employee's concern; however that authority is under no legal compulsion to take action to rectify the matter. Att'y. Gen. Op. H-422 (1974); *Corpus Christi ISD v. Padilla*, 709 S.W.2d 700 (Tex. AppCorpus Christi, 1986, no writ)

Board's role

The Board shall provide an opportunity at its regular meetings for employees to present their complaints or grievances for Board consideration. *Prof. Association of Coll. Educ. V. El Paso Comm. Coll.*, 678 S.W.2d 94 (Tex. App.—El Paso, 1984, writ ref'd, n.r.e.) [See DGBA (LOCAL)]

Complaints regarding other employees

The Board is not required to conduct an open meeting to deliberate in a case in which a complaint or charge is brought against a district employee by another employee and the complaint or charge directly results in the need for a hearing. However, the Board may not conduct a closed meeting for this purpose if the employee against the complaint or charge is brought makes a written request for an open hearing. Gov't Code 551.082

Employee Conduct and Welfare

Standards of Conduct

Policy DH, DH (Exhibit)

All employees are expected to work together in a cooperative spirit to serve the best interests of the district and to be courteous to students, one another, and the public. Employees are expected to observe the following standards of conduct:

- Recognize and respect the rights of students, parents, other employees, and members of the community.
- Maintain confidentiality in all matters relating to students and coworkers.
- Report to work according to the assigned schedule.
- Notify their immediate supervisor in advance or as early as possible in the event that they must be absent or late. Unauthorized absences, chronic absenteeism, tardiness, and failure to follow procedures for reporting an absence may be cause for disciplinary action up to and including termination.
- Know and comply with department and district policies and procedures.
- Express concerns, complaints, or criticism through appropriate channels.
- Observe all safety rules and regulations and report injuries or unsafe conditions to a supervisor immediately.
- Use district time, funds, and property for authorized district business and activities only.

All district employees should perform their duties in accordance with state and federal law, district policies and procedures, and ethical standards. Violation of policies, regulations, or guidelines, including intentionally making a false claim, offering false statements, or refusing to cooperate with a district investigation may result in disciplinary action, up to and including termination. Alleged incidents of certain misconduct by educators, including having a criminal record, must be reported to SBEC not later than the seventh day after the superintendent knew of the incident. [See Reports to the Texas Education Agency](#) for additional information.

The *Educators' Code of Ethics*, adopted by the State Board for Educator Certification, which all district employees must adhere to, is reprinted below:

Texas Educators' Code of Ethics

Purpose and Scope

The Texas educator shall comply with standard practices and ethical conduct toward students, professional colleagues, school officials, parents, and members of the community and shall safeguard academic freedom. The Texas educator, in maintaining the dignity of the profession, shall respect and obey the law, demonstrate personal integrity, and exemplify honesty and good moral character. The Texas educator, in exemplifying ethical relations with colleagues, shall extend just and equitable treatment to all members of the profession. The Texas educator, in accepting a position of public trust, shall measure success by the progress of each student toward realization of his or her potential as an effective citizen. The Texas educator, in fulfilling responsibilities in the community, shall cooperate with parents and others to improve the public schools of the community. This chapter shall apply to educators and candidates for certification. (19 TAC 247.1(b))

Enforceable Standards

1. Professional Ethical Conduct, Practices, and Performance

Standard 1.1 The educator shall not intentionally, knowingly, or recklessly engage in deceptive practices regarding official policies of the school district, educational institution, educator preparation program, the Texas Education Agency, or the State Board for Educator Certification (SBEC) and its certification process.

Standard 1.2 The educator shall not intentionally, knowingly, or recklessly misappropriate, divert, or use monies, personnel, property, or equipment committed to his or her charge for personal gain or advantage.

Standard 1.3 The educator shall not submit fraudulent requests for reimbursement, expenses, or pay.

Standard 1.4 The educator shall not use institutional or professional privileges for personal or partisan advantage.

Standard 1.5 The educator shall neither accept nor offer gratuities, gifts, or favors that impair professional judgment or that are used to obtain special advantage. This standard shall not restrict the acceptance of gifts or tokens offered and accepted openly from students, parents of students, or other persons or organizations in recognition or appreciation of service.

Standard 1.6 The educator shall not falsify records, or direct or coerce others to do so.

Standard 1.7 The educator shall comply with state regulations, written local school board policies, and other state and federal laws.

Standard 1.8 The educator shall apply for, accept, offer, or assign a position or a responsibility on the basis of professional qualifications.

Standard 1.9 The educator shall not make threats of violence against school district employees, school board members, students, or parents of students.

Standard 1.10 The educator shall be of good moral character and be worthy to instruct or supervise the youth of this state.

Standard 1.11 The educator shall not intentionally, knowingly, or recklessly misrepresent his or her employment history, criminal history, and/or disciplinary record when applying for subsequent employment.

Standard 1.12 The educator shall refrain from the illegal use, abuse, or distribution of controlled substances, prescription drugs and toxic inhalants.

Standard 1.13 The educator shall not be under the influence of alcohol or consume alcoholic beverages on school property or during school activities when students are present.

2. Ethical Conduct Toward Professional Colleagues

Standard 2.1 The educator shall not reveal confidential health or personnel information concerning colleagues unless disclosure serves lawful professional purposes or is required by law.

Standard 2.2 The educator shall not harm others by knowingly making false statements about a colleague or the school system.

Standard 2.3 The educator shall adhere to written local school board policies and state and federal laws regarding the hiring, evaluation, and dismissal of personnel.

Standard 2.4 The educator shall not interfere with a colleague's exercise of political, professional, or citizenship rights and responsibilities.

Standard 2.5 The educator shall not discriminate against or coerce a colleague on the basis of race, color, religion, national origin, age, gender, disability, family status, or sexual orientation.

Standard 2.6 The educator shall not use coercive means or promise of special treatment in order to influence professional decisions or colleagues.

Standard 2.7 The educator shall not retaliate against any individual who has filed a complaint with the SBEC or who provides information for a disciplinary investigation or proceeding under this chapter.

Standard 2.8 The educator shall not intentionally or knowingly subject a colleague to sexual harassment.

3. Ethical Conduct toward Students

Standard 3.1 The educator shall not reveal confidential information concerning students unless disclosure serves lawful professional purposes or is required by law.

Standard 3.2 The educator shall not intentionally, knowingly, or recklessly treat a student or minor in a manner that adversely affects or endangers the learning, physical health, mental health, or safety of the student or minor.

Standard 3.3 The educator shall not intentionally, knowingly, or recklessly misrepresent facts regarding a student.

Standard 3.4 The educator shall not exclude a student from participation in a program, deny benefits to a student, or grant an advantage to a student on the basis of race, color, gender, disability, national origin, religion, family status, or sexual orientation.

Standard 3.5 The educator shall not intentionally, knowingly, or recklessly engage in physical mistreatment, neglect, or abuse of a student or minor.

Standard 3.6 The educator shall not solicit or engage in sexual conduct or a romantic relationship with a student or minor.

Standard 3.7 The educator shall not furnish alcohol or illegal/unauthorized drugs to any person under 21 years of age unless the educator is a parent or guardian of that child or knowingly allow any person under 21 years of age unless the educator is a parent or guardian of that child to consume alcohol or illegal/unauthorized drugs in the presence of the educator.

Standard 3.8 The educator shall maintain appropriate professional educator-student relationships and boundaries based on a reasonably prudent educator standard.

Standard 3.9 The educator shall refrain from inappropriate communication with a student or minor, including, but not limited to, electronic communication such as cell phone, text messaging, email, instant messaging, blogging, or other social network communication. Factors that may be considered in assessing whether the communication is inappropriate include, but are not limited to:

- (i) the nature, purpose, timing, and amount of the communication;
- (ii) the subject matter of the communication;
- (iii) whether the communication was made openly or the educator attempted to conceal the communication;
- (iv) whether the communication could be reasonably interpreted as soliciting sexual contact or a romantic relationship;
- (v) whether the communication was sexually explicit; and

- (vi) whether the communication involved discussion(s) of the physical or sexual attractiveness or the sexual history, activities, preferences, or fantasies of either the educator or the student.

Discrimination, Harassment, and Retaliation

Policies DH, DIA (local)

Employees shall not engage in prohibited harassment, including sexual harassment, of other employees, unpaid interns, student teachers, or students. While acting in the course of their employment, employees shall not engage in prohibited harassment of other persons including board members, vendors, contractors, volunteers, or parents. A substantiated charge of harassment will result in disciplinary action up to and including termination.

Individuals who believe they have been discriminated or retaliated against or harassed are encouraged to promptly report such incidents to the campus principal, supervisor, or appropriate district official. If the campus principal, supervisor, or district official is the subject of a complaint, the complaint should be made directly to the superintendent. A complaint against the superintendent may be made directly to the board.

Any district employee who believes that he or she has experienced prohibited conduct based on sex, including sexual harassment, or believes that another employee has experienced such prohibited conduct, should immediately report the alleged acts. The employee may report the alleged acts to his or her supervisor, the campus principal, the Title IX coordinator, or the superintendent. The district's Title IX coordinator's name and contact information is listed in the Equal Employment Opportunity section of this handbook.

The district's policy that includes definitions and procedures for reporting and investigating discrimination, harassment, and retaliation is reprinted below:

<https://pol.tasb.org/Policy/Code/225?filter=DIA>

Discrimination against an employee is defined as conduct directed at an employee on the basis of race, color, religion, gender, national origin, age, disability, or any other basis prohibited by law, that adversely affects the employee's employment.

Statement of Nondiscrimination

The District prohibits discrimination, including harassment, against any employee on the basis of race, color, religion, gender, national origin, age, disability, or any other basis

prohibited by law. Retaliation against anyone involved in the complaint process is a violation of District policy.

Harassment

Prohibited harassment of an employee is defined as physical, verbal, or nonverbal conduct based on an employee's race, color, religion, gender, national origin, age, disability, or any other basis prohibited by law, when the conduct is so severe, persistent, or pervasive that the conduct:

1. Has the purpose or effect of unreasonably interfering with the employee's work performance;
2. Creates an intimidating, threatening, hostile, or offensive work environment; or
3. Otherwise adversely affects the employee's performance, environment or employment opportunities.

Examples of prohibited harassment may include offensive or derogatory language directed at another person's religious beliefs or practices, accent, skin color, gender identity, or need for workplace accommodation; threatening or intimidating conduct; offensive jokes, name calling, slurs, or rumors; cyber harassment; physical aggression or assault; display of graffiti or printed material promoting racial, ethnic, or other stereotypes; or other types of aggressive conduct such as theft or damage to property.

Sexual Harassment

Sexual harassment is a form of sex discrimination defined as unwelcome sexual advances; requests for sexual favors; sexually motivated physical, verbal, or nonverbal conduct; or other conduct or communication of a sexual nature when:

- 1) Submission to the conduct is either explicitly or implicitly a condition of an employee's, employment, or when submission to or rejection of the conduct is the basis for an employment action affecting the employee; or
- 2) The conduct is so severe, persistent, or pervasive that it has the purpose or effect of unreasonable interfering with the employee's work performance or creates an intimidating, threatening, hostile, or offensive work environment.

Examples of sexual harassment may include sexual advances; touching intimate body parts; coercing or forcing a sexual act on another; jokes or conversations of a sexual nature; and other sexually motivated conduct, communication, or contact.

Retaliation

The District prohibits retaliation against an employee who makes a claim alleging to have experienced discrimination or harassment, or another employee who, in good faith, makes a report, serves as a witness, or otherwise participates in an investigation.

Examples of retaliation may include termination, refusal to hire, demotion, and denial of promotion. Retaliation may also include threats, unjustified negative evaluations, unjustified negative references, or increased surveillance.

Prohibited Conduct

In this policy, the term ‘prohibited conduct’ includes discrimination, harassment, and retaliation as defined by this policy, even if the behavior does not rise to the level of unlawful conduct.

Reporting procedures

An employee who believes that he or she has experienced prohibited conduct or believes that another employee has experienced prohibited conduct should immediately report the alleged acts. The employee may report the alleged acts to his or her supervisor or campus principal.

Alternatively, the employee may report the alleged acts to one of the District officials below.

Title IX coordinator (Employees Only)

Reports of discrimination based on sex, including sexual harassment, may be directed to the Title IX coordinator. The District designates the following persons to coordinate its efforts to comply with Title IX of the Education Amendments of 1972, as amended

Name:	Ms. Carol Cune
Position:	Assistant Superintendent of Human Resources
Phone:	979.209.1073

ADA/Section 504 Coordinator

Reports of discrimination based on disability may be directed to the ADA/Section 504 coordinator. The District designates the following person to coordinate its efforts to comply with Title II of the Americans with Disabilities Act of 1990, which incorporates and expands upon the requirements of Section 504 of the Rehabilitation Act of 1973:

Ms. Carol Cune
Assistant Superintendent of Human Resources
979.209.1073

Superintendent

The Superintendent shall serve as coordinator for purposes of District compliance with all other antidiscrimination laws.

Alternative reporting procedures.

An employee shall not be required to report prohibited conduct to the person alleged to have committed it. Reports concerning prohibited conduct, including reports against the

Title IX coordinators or ADA/Section 504 coordinator, may be directed to the Superintendent.

A report against the Superintendent may be made directly to the Board. If a report is made directly to the Board, the Board shall appoint an appropriate person to conduct an investigation.

Timely Reporting

Reports of prohibited conduct shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to promptly report may impair the District's ability to investigate and address the prohibited conduct.

Notice of Report

Any District supervisor who receives a report of prohibited conduct shall immediately notify the appropriate District official listed above and take any other steps required by this policy.

Investigation of the Report

The District may request, but shall not insist upon, a written report. If a report is made orally, the District official shall reduce the report to written form.

Upon receipt or notification of a report, the District official shall determine whether the allegations, if proven, would constitute prohibited conduct as defined by this policy. If so, the District official shall immediately authorize or undertake an investigation, regardless of whether a criminal or regulatory investigation regarding the same or similar allegations is pending.

If appropriate, the District shall promptly take interim action calculated to prevent prohibited conduct during the course of an investigation.

The investigation may be conducted by the District official or a designee, such as the campus principal, or by a third party designated by the District, such as an attorney. When appropriate, the campus principal or supervisor shall be involved in or informed of the investigation.

The investigation may consist of personal interviews with the person making the report, the person against whom the report is filed, and others with knowledge of the circumstances surrounding the allegations. The investigation may also include analysis of other information or documents related to the allegations.

Concluding the Investigation

Absent extenuating circumstances, the investigation should be completed within 10 District business days from the date of the report; however, the investigator shall take additional time if necessary to complete a thorough investigation.

The investigator shall prepare a written report of the investigation. The report shall be filed with the District official overseeing the investigation.

District Action

If the results of an investigation indicate that prohibited conduct occurred, the District shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the conduct.

The District may take disciplinary action based on the results of an investigation; the conduct did not rise to the level of prohibited or unlawful conduct.

Confidentiality

To the greatest extent possible, the District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation and comply with applicable law.

Appeal

A complainant who is dissatisfied with the outcome of the investigation may appeal through policy DGBA (LOCAL), beginning at the appropriate level.

The complainant may have a right to file a complaint with appropriate state or federal agencies.

Records Retention

Copies or reports alleging prohibited conduct, investigation reports, and related records shall be maintained by the District for a period of at least three years. [See policy CPC]

Harassment of Students

Policies DH, DHB, FFG, FFH, FFI

Sexual and other harassment of students by employees are forms of discrimination and are prohibited by law. Romantic or inappropriate social relationships between students and district employees are prohibited.

Employees who suspect a student may have experienced prohibited harassment are obligated to report their concerns to the campus principal or other appropriate district official. Any district employee who suspects or receives direct or indirect notice that a student or group of students has or may have experienced prohibited conduct based on sex, including sexual harassment, of a student shall immediately notify the district's Title IX coordinator, the ADA/Section 504 coordinator, or superintendent and take any other steps required by district policy.

All allegations of prohibited harassment of a student by an employee or adult will be reported to the student's parents and promptly investigated. An employee who knows of or has reasonable cause to believe that child abuse or neglect occurred must also report his or her knowledge or suspicion to the appropriate authorities, as required by law. See *Reporting Suspected Child Abuse* and *Bullying* for additional information.

The district's policy that includes definitions and procedures for reporting and investigating harassment of students is available below:

<https://pol.tasb.org/Policy/Code/225?filter=DF>

TERMINATION OF EMPLOYMENT DF (LOCAL) The Superintendent shall serve as the Board's designee to suspend a contract employee without pay, provide written notice that the person's contract is void, and terminate employment as soon as practicable when the District: 1. Receives notice that an individual's certificate has been revoked by the State Board for Educator Certification (SBEC) for reasons that require immediate action by the District; or 2. Becomes aware that a contract employee has been convicted of or has received deferred adjudication for a felony offense. [See also DFAA, DFBA, and DFCA, as appropriate.]

<https://pol.tasb.org/Policy/Code/225?filter=DHB>

EMPLOYEE STANDARDS OF CONDUCT DHB REPORTS TO STATE BOARD FOR EDUCATOR CERTIFICATION (LEGAL)

Note: This policy applies to a district of innovation under Education Code, Chapter 12A. [See AF]

Permissive Reports The superintendent may notify the State Board for Educator Certification (SBEC) of any educator misconduct that he or she believes in good faith may be subject to sanctions under 19 Administrative Code, Chapter 249, Disciplinary Proceedings, Sanctions, and Contested Cases, and/or Chapter 247, Educators' Code of Ethics. 19 TAC 249.14(d)

Required Reports A superintendent shall notify SBEC if:

1. An educator employed by or seeking employment with the district, or an applicant or holder of an SBEC certificate, has a criminal record and the district obtained information about the educator's criminal record by a means other than the criminal history clearinghouse established by the Texas Department of Public Safety under Government Code 411.0845;
2. An educator's employment at the district was terminated and there is evidence that the educator engaged in misconduct listed below [see Reportable Misconduct, below];
3. The educator submitted a notice of resignation and there is evidence that the educator engaged in misconduct listed below [see Reportable Misconduct, below]; or
4. The educator engaged in conduct that violated the assessment instrument security procedures established under Education Code 39.0301.

Education Code 21.006, 22.087; 19 TAC 249.14(d)

Reportable Misconduct A superintendent shall make a report to SBEC under items 2 and 3, above, if an educator was terminated or resigned and there is evidence that the educator:

1. Sexually or physically abused a student or minor or engaged in any other illegal conduct with a student or minor;
2. Possessed, transferred, sold, or distributed a controlled substance, as defined by Health and Safety Code Chapter 481 or by 21 U.S.C. 801 et seq.;
3. Illegally transferred, appropriated, or expended school property or funds;
4. Attempted by fraudulent or unauthorized means to obtain or alter any certificate or permit that would entitle the individual to be employed in a position requiring such certificate or permit or to receive additional compensation associated with a position;
5. Committed a crime, any part of such crime having occurred on school property or at a school-sponsored event; or
6. Solicited or engaged in sexual conduct or a romantic relationship with a student or minor.

Education Code 21.006(b); 19 TAC 249.14(d)

Investigation A superintendent shall complete an investigation of an educator that involves evidence that the educator may have engaged in misconduct described above at Reportable Misconduct, items 1 and 2, despite the educator's resignation from employment before completion of the investigation.

Education Code 21.006(b-1); 19 TAC 249.14(d)(3)(C)

Deadline to Report The superintendent shall promptly notify SBEC in writing by filing a report within seven business days after the date the superintendent receives a report from a principal [see DP(LEGAL)] or knew of the circumstances described above. *Education Code 21.006(c); 19 TAC 249.14(d)* [See Required Reports, above]

Contents of Report The report must be in writing and in a form prescribed by SBEC. The report shall include the name or names of any student or minor who is the victim of abuse or unlawful conduct by an educator and the factual circumstances requiring the report and the subject of the report by providing the following available information:

1. Name and any aliases;
2. Certificate number, if any, or social security number;
3. Last known mailing address and home and daytime phone numbers;
4. All available contact information for any alleged victim or victims;
5. Name or names and any available contact information of any relevant witnesses to the circumstances requiring the report;
6. Current employment status of the subject, including any information about proposed termination, notice of resignation, or pending employment actions; and
7. Involvement by a law enforcement or other agency, including the name of the agency.

The name of the student or minor is not **public** information under the Public Information Act. [See GBAA] *Education Code 21.006(h)*

Notice A superintendent shall notify the board and the educator of the filing of a written report with SBEC. The superintendent shall notify the board before filing the report. *Education Code 21.006(d); 19 TAC 249.14(d)(3)(B)*

Before Accepting Resignation Before accepting an employee's resignation that requires filing a report, the superintendent shall inform the educator in writing that a report will be filed and that sanctions against his or her certificate may result as a consequence. *19 TAC 249.14(d)(3)(A)*

Policy to Notify Parents The board shall adopt a policy under which notice is provided to the parent or guardian of a student with whom an educator is alleged to have abused or otherwise committed an unlawful act with a student or minor. [See FFF] *Education Code 21.0061*

Sanctions for Failure to Report SBEC shall determine whether to impose sanctions, including an administrative penalty against a superintendent who fails to file a report. *Education Code 21.006(f); 19 TAC 249.14(d), (h), .15(b)(4)*

If a superintendent is required to file a report and fails to file the report by the required date, SBEC may impose an administrative penalty of not less than \$500 and not more than \$10,000. SBEC may not renew the certification of an educator against whom an administrative penalty is imposed until the penalty is paid. *Education Code 21.006(i)*

Criminal Offense A superintendent required to file a report commits a state jail felony if the superintendent fails to file the report by the required date with intent to conceal an educator's criminal record or alleged incident of misconduct. *Education Code 21.006(j)*

Immunity A superintendent or principal who, in good faith and while acting in an official capacity, files a report with SBEC or communicates with another superintendent or principal concerning an educator's criminal record or alleged incident of misconduct is immune from civil or criminal liability that might otherwise be incurred or imposed. *Education Code 21.006(e)*

Definitions "Abuse" includes the following acts or omissions:

1. Mental or emotional injury to a student or minor that results in an observable and material impairment in the student's or minor's development, learning, or psychological functioning;
2. Causing or permitting a student or minor to be in a situation in which the student or minor sustains a mental or emotional injury that results in an observable and material impairment in the student's or minor's development, learning, or psychological functioning;
3. Physical injury that results in substantial harm to a student or minor, or the genuine threat of substantial harm from physical injury to the student or minor, including an injury that is at variance with the history or explanation given and excluding an accident or reasonable discipline; or
4. Sexual conduct harmful to a student's or minor's mental, emotional, or physical welfare.

19 TAC 249.3(1)

"Reported criminal history" means information concerning any formal criminal justice system charges and dispositions. The term includes arrests, detentions, indictments, criminal information, convictions, deferred adjudications, and probations in any state or federal jurisdiction. *19 TAC 249.3(44)*

"Solicitation of a romantic relationship" means deliberate or repeated acts that can be reasonably interpreted as the solicitation by an educator of a relationship with a student that is romantic in nature. A romantic relationship is often characterized by a strong emotional or sexual attachment and/or patterns of exclusivity, but does not include appropriate educator-student relationships that arise out of legitimate contexts such as familial connections or longtime acquaintance. The following acts,

considered in context, may constitute prima facie evidence of the solicitation by an educator of a romantic relationship with a student:

1. Behavior, gestures, expressions, or communications with a student that are unrelated to the educator's job duties and evidence a romantic intent or interest in the student, including statements of love, affection, or attraction. Factors that may be considered in determining the romantic intent of such communications or behavior include:
2. The nature of the communications;
3. The timing of the communications;
4. The extent of the communications;
5. Whether the communications were made openly or secretly;
6. The extent that the educator attempts to conceal the communications;
7. If the educator claims to be counseling a student, SBEC may consider whether the educator's job duties included counseling, whether the educator reported the subject of the counseling to the student's guardians or to the appropriate school personnel, or, in the case of alleged abuse or neglect, whether the educator reported the abuse or neglect to the appropriate authorities; and
8. Any other evidence tending to show the context of the communications between educator and student.
9. Making inappropriate comments about a student's body, creating or transmitting sexually suggestive photographs or images, or encouraging the student to transmit sexually suggestive photographs or images.
10. Making sexually demeaning comments to a student.
11. Making comments about a student's potential sexual performance.
12. Requesting details of a student's sexual history.
13. Requesting a date, sexual contact, or any activity intended for the sexual gratification of the educator.
14. Engaging in conversations regarding the sexual problems, preferences, or fantasies of either party.
15. Inappropriate hugging, kissing, or excessive touching.
16. Providing the student with drugs or alcohol.
17. Violating written directives from school administrators regarding the educator's behavior toward a student.
18. Suggestions that a romantic relationship is desired after the student graduates, including post-graduation plans for dating or marriage.
19. Any other acts tending to show that the educator solicited a romantic relationship with the student. 19 TAC 249.3(51)

<https://pol.tasb.org/Policy/Code/225?filter=FFH>

STUDENT WELFARE FFH FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION (LOCAL)

Note: This policy addresses discrimination, harassment, and retaliation involving District students. For provisions regarding discrimination, harassment, and retaliation involving District employees, see DIA. For reporting requirements related to child abuse and neglect, see FFG. Note that FFH shall be used in conjunction with FFI (bullying) for certain prohibited conduct.

Statement of Nondiscrimination The District prohibits discrimination, including harassment, against any student on the basis of race, color, religion, sex, gender, national origin, disability,

age, or any other basis prohibited by law. The District prohibits dating violence, as defined by this policy. Retaliation against anyone involved in the complaint process is a violation of District policy and is prohibited.

Discrimination against a student is defined as conduct directed at a student on the basis of race, color, religion, sex, gender, national origin, disability, age, or on any other basis prohibited by law, that adversely affects the student.

Prohibited harassment of a student is defined as physical, verbal, or nonverbal conduct based on the student's race, color, religion, sex, gender, national origin, disability, age, or any other basis prohibited by law that is so severe, persistent, or pervasive that the conduct:

1. Affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;
2. Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
3. Otherwise adversely affects the student's educational opportunities. Prohibited harassment includes dating violence as defined by this policy.

Examples of prohibited harassment may include offensive or derogatory language directed at another person's religious beliefs or practices, accent, skin color, or need for accommodation; threatening, intimidating, or humiliating conduct; offensive jokes, name calling, slurs, or rumors; cyber harassment, physical aggression or assault; display of graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or other kinds of aggressive conduct such as theft or damage to property.

Sexual harassment of a student by a District employee includes both welcome and unwelcome sexual advances; requests for sexual favors; sexually motivated physical, verbal, or nonverbal conduct; or other conduct or communication of a sexual nature when:

1. A District employee causes the student to believe that the student must submit to the conduct in order to participate in a school program or activity, or that the employee will make an educational decision based on whether or not the student submits to the conduct; or
2. The conduct is so severe, persistent, or pervasive that it:
 - a. Affects the student's ability to participate in or benefit from an educational program or activity, or otherwise adversely affects the student's educational opportunities; or
 - b. Creates an intimidating, threatening, hostile, or abusive educational environment.Romantic or inappropriate social relationships between students and District employees are prohibited. Any sexual relationship between a student and a District employee is always prohibited, even if consensual. [See DH]

By Others Sexual harassment of a student, including harassment committed by another student, includes unwelcome sexual advances; requests for sexual favors; or sexually motivated physical, verbal, or nonverbal conduct when the conduct is so severe, persistent, or pervasive that it:

1. Affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;
2. Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
3. Otherwise adversely affects the student's educational opportunities.

Examples of sexual harassment of a student may include sexual advances; touching intimate body parts or coercing physical contact that is sexual in nature; jokes or conversations of a sexual nature; cyber harassment, and other sexually motivated conduct, communications, or contact.

Necessary or permissible physical contact such as assisting a child by taking the child's hand, comforting a child with a hug, or other physical contact not reasonably construed as sexual in nature is not sexual harassment.

Gender-based harassment includes physical, verbal, or nonverbal conduct based on the student's gender, the student's expression of characteristics perceived as stereotypical for the student's gender, or the student's failure to conform to stereotypical notions of masculinity or femininity. For purposes of this policy, gender-based harassment is considered prohibited harassment if the conduct is so severe, persistent, or pervasive that the conduct:

1. Affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;
2. Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
3. Otherwise adversely affects the student's educational opportunities.

Examples of gender-based harassment directed against a student, regardless of the student's or the harasser's actual or perceived sexual orientation or gender identity, may include offensive jokes, name-calling, slurs, or rumors; cyber harassment, physical aggression or assault; threatening or intimidating conduct; or other kinds of aggressive conduct such as theft or damage to property.

Dating violence occurs when a person in a current or past dating relationship uses physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control the other person in the relationship. Dating violence also occurs when a person commits these acts against a person in a marriage or dating relationship with the individual who is or was once in a marriage or dating relationship with the person committing the offense.

For purposes of this policy, dating violence is considered prohibited harassment if the conduct is so severe, persistent, or pervasive that the conduct:

1. Affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;
2. Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
3. Otherwise adversely affects the student's educational opportunities.

Examples of dating violence against a student may include physical or sexual assaults; name-calling; put-downs; or threats directed at the student, the student's family members, or members of the student's household. Additional examples may include destroying property belonging to the student, threatening to commit suicide or homicide if the student ends the relationship, attempting to isolate the student from friends and family, stalking, threatening a student's spouse or current dating partner, or encouraging others to engage in these behaviors.

Retaliation The District prohibits retaliation by a student or District employee against a student alleged to have experienced discrimination or harassment, including dating violence, or another student who, in good faith, makes a report of harassment or discrimination, serves as a witness, or participates in an investigation.

Examples of retaliation may include threats, rumor spreading, ostracism, assault, destruction of property, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances.

False Claim A student who intentionally makes a false claim, offers false statements, or refuses to cooperate with a District investigation regarding discrimination or harassment, including dating violence, shall be subject to appropriate disciplinary action.

Prohibited Conduct In this policy, the term "prohibited conduct" includes discrimination, harassment, dating violence, and retaliation as defined by this policy, even if the behavior does not rise to the level of unlawful conduct.

Reporting Suspected Child Abuse

Policies DG, FFG, GRA

All employees with reasonable cause to believe that a child's physical or mental health or welfare has been adversely affected by abuse or neglect, as defined by Texas Family Code §261.001, are required by state law to make a report to a law enforcement agency, Child Protective Services (CPS), or appropriate state agency (e.g., state agency operating, licensing, certifying, or registering the facility) within 48 hours of the event that led to the suspicion. Alleged abuse or neglect involving a person responsible for the care, custody, or welfare of the child (including a teacher) must be reported to CPS.

Employees are also required to make a report if they have reasonable cause to believe that an adult was a victim of abuse or neglect as a child and they determine in good faith that the disclosure of the information is necessary to protect the health and safety of another child, elderly person, or person with a disability.

Reports to Child Protective Services can be made online at <https://www.txabusehotline.org/Login/Default.aspx> or to the Texas Abuse Hotline (800-252-5400). State law specifies that an employee may not delegate to or rely on another person or administrator to make the report.

Under state law, any person reporting or assisting in the investigation of reported child abuse or neglect is immune from liability unless the report is made in bad faith or with malicious intent. In addition, the district is prohibited from taking any an adverse employment action against a certified or licensed professional who, in good faith, reports child abuse or neglect or who participates in an investigation regarding an allegation of child abuse or neglect.

An employee's failure to make the required report may result in prosecution as a Class A misdemeanor. The offense of failure to report by a professional may be a state jail felony if it is shown the individual intended to conceal the abuse or neglect. In addition, a certified employee's failure to report may result in disciplinary procedures by SBEC for a violation of the Texas Educators' Code of Ethics.

Employees who suspect that a student has been or may be abused or neglected should also report their concerns to the campus principal. This includes students with disabilities who are no longer minors. Employees are not required to report their concern to the principal before making a report to the appropriate agency.

Reporting the concern to the principal does not relieve the employee of the requirement to report it to the appropriate state agency. In addition, employees must cooperate with investigators of child abuse and neglect. Interference with a child abuse investigation by denying an interviewer's request to interview a student at school or requiring the presence of a parent or school administrator against the desires of the duly authorized investigator is prohibited.

Sexual Abuse and Maltreatment of Children

The district has established a plan for addressing sexual abuse and other maltreatment of children, which may be accessed in the district improvement plan at www.bryanisd.org > [Assessment & Accountability](#) and the student handbook As an employee, it is important for you to be aware of warning signs that could indicate a child may have been or is being sexually abused or maltreated. Sexual abuse in the Texas Family Code is defined as any sexual conduct harmful to a child's mental, emotional, or physical welfare as well as a failure to make a reasonable effort to prevent sexual conduct with a child. Maltreatment is defined as abuse or

neglect. Anyone who has reasonable cause to believe that a child has been or may be abused or neglected has a legal responsibility under state law for reporting the suspected abuse or neglect following the procedures described above in [Reporting Suspected Child Abuse](#).

Reporting Crime

Policy DG

The Texas Whistleblower Act protects district employees who make good faith reports of violations of law by the district to an appropriate law enforcement authority. The district is prohibited from suspending, terminating the employment of, or taking other adverse personnel action against, an employee who makes a report under the Act. State law also provides employees with the right to report a crime witnessed at the school to any peace officer with authority to investigate the crime.

Scope and Sequence

Policy DG

If a teacher determines that students need more or less time in a specific area to demonstrate proficiency in the Texas Essential Knowledge and Skills (TEKS) for that subject and grade level, the district will not penalize the teacher for not following the district's scope and sequence.

The district may take appropriate action if a teacher does not follow the district's scope and sequence based on documented evidence of a deficiency in classroom instruction. This documentation can be obtained through observation or substantiated and documented third-party information.

Technology Resources

Policy CQ

The district's technology resources, including its networks, computer systems, email accounts, devices connected to its networks, and all district-owned devices used on or off school property, are primarily for administrative and instructional purposes. Limited personal use is permitted if the use:

- Imposes no tangible cost to the district.
- Does not unduly burden the district's technology resources.
- Has no adverse effect on job performance or on a student's academic performance.

Electronic mail transmissions and other use of the technology resources are not confidential and can be monitored at any time to ensure appropriate use.

Employees are required to abide by the provisions of the acceptable use agreement and administrative procedures. Failure to do so can result in suspension of access or termination of privileges and may lead to disciplinary and/or legal action. Employees with questions about computer use and data management can contact Technology Services. ([See Appendix A](#))

Personal Use of Electronic Communications

Policy CQ, DH

Electronic communications include all forms of social media, such as text messaging, instant messaging, electronic mail (e-mail), web logs (blogs), wikis, electronic forums (chat rooms), video-sharing websites (e.g., YouTube), editorial comments posted on the Internet, and social network sites (e.g., Facebook, Twitter, LinkedIn, Instagram, TikTok, Snapchat etc.). Electronic communication also includes all forms of telecommunication such as landlines, cell phones, and web-based applications.

As role models for the district's students, employees are responsible for their public conduct even when they are not acting as district employees. Employees will be held to the same professional standards in their public use of electronic communications as they are for any other public conduct. If an employee's use of electronic communications interferes with the employee's ability to effectively perform his or her job duties, the employee is subject to disciplinary action, up to and including termination of employment. If an employee wishes to use a social network site or similar media for personal purposes, the employee is responsible for the content on the employee's page, including content added by the employee, the employee's friends, or members of the public who can access the employee's page, and for web links on the employee's page. The employee is also responsible for maintaining privacy settings appropriate to the content.

An employee who use electronic communications for personal purposes shall observe the following:

The employee may not set up or update the employee's personal social network page(s) using the district's computers, network, or equipment.

- The employee shall limit use of personal electronic communication devices to send or receive calls, text messages, pictures, and videos to breaks, meal times, and before and after scheduled work hours, unless there is an emergency or the use is authorized by a supervisor to conduct district business.
- The employee shall not use the district's logo or other copyrighted material of the district without express, written consent.
- An employee may not share or post, in any format, information, videos, or pictures obtained while on duty or on district business unless the employee first obtains written approval from the employee's immediate supervisor. Employees should be cognizant

that they have access to information and images that, if transmitted to the public, could violate privacy concerns.

- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Texas Educators' Code of Ethics, even when communicating regarding personal and private matters, regardless of whether the employee is using private or public equipment, on or off campus. These restrictions include:
 - Confidentiality of student records [See Policy FL]
 - Confidentiality of health or personnel information concerning colleagues, unless disclosure serves lawful professional purposes or is required by law [See Policy DH (EXHIBIT)]
 - Confidentiality of district records, including educator evaluations and private e-mail addresses. [See Policy GBA]
 - Copyright law [See Policy CY]
 - Prohibition against harming others by knowingly making false statements about a colleague or the school system. [See Policy DH (EXHIBIT)]

See [Use of Electronic Communications between Employees, Students, and Parents](#), below, for regulations on employee communication with students through electronic media

Electronic Communications between Employees, Students, and Parents

Policy DH

A certified or licensed employee, or any other employee designated in writing by the superintendent or a campus principal, may use electronic communications with students who are currently enrolled in the district. The employee must comply with the provisions outlined below. Electronic communication between all other employees and students who are enrolled in the district are prohibited. Employees are not required to provide students with their personal phone number or email address.

An employee is not subject to the provisions regarding electronic communications with a student to the extent the employee has a social or family relationship with a student. For example, an employee may have a relationship with a niece or nephew, a student who is the child of an adult friend, a student who is a friend of the employee's child, or a member or participant in the same civic, social, recreational, or religious organization. An employee who claims an exception based on a social relationship shall provide written consent from the student's parent. The written consent shall include an acknowledgement by the parent that:

- The employee has provided the parent with a copy of this protocol
- The employee and the student have a social relationship outside of school;
- The parent understands that the employee's communications with the student are excepted from district regulation; and
- The parent is solely responsible for monitoring electronic communications between the employee and the student.

The following definitions apply for the use of electronic media with students:

- *Electronic communications* are all forms of communication facilitated by the use of any electronic device, including a telephone, cellular telephone, computer, computer network, personal data assistant, or pager. The term includes email, text messages, instant messages, and any communication made through an Internet website, including a social media website or social networking website.
- *Communicate* means to convey information and includes a one-way communication as well as a dialogue between two or more people. A public communication by an employee that is not targeted at students (e.g., a posting on the employee's personal social network page or a blog) is not a *communication*: however, the employee may be subject to district regulations on personal electronic communications. See *Personal Use of Electronic Communication*, above. Unsolicited contact from a student through electronic means is not a *communication*.

- *Certified or licensed employee* means a person employed in a position requiring SBEC certification or a professional license, and whose job duties may require the employee to communicate electronically with students. The term includes classroom teachers, counselors, principals, librarians, paraprofessionals, nurses, educational diagnosticians, licensed therapists, and athletic trainers.

An employee who communicates electronically with students shall observe the following:

- The employee is prohibited from knowingly communicating with students using any form of electronic communications, including mobile and web applications, that are not provided or accessible by the district unless a specified exception is noted below.
- Only a teacher, trainer, or other employee who has an extracurricular duty may use text messaging, and then only to communicate with students who participate in the extracurricular activity over which the employee has responsibility. An employee who communicates with a student using text messaging shall comply with the following protocol:
 - For each text message addressed to one or more students, the employee shall send a copy of the text message to the employee's district e-mail address.
- The employee shall limit communications to matters within the scope of the employee's professional responsibilities (e.g., for classroom teachers, matters relating to class work, homework, and tests; for an employee with an extracurricular duty, matters relating to the extracurricular activity).
- The employee is prohibited from knowingly communicating with students through a personal social network page; the employee must create a separate social network page ("professional page") for the purpose of communicating with students. The employee must enable administration and parents to access the employee's professional page.
- The employee shall not communicate directly with any student between the hours of 10:00 p.m. and 6:00 a.m. An employee may, however, make public posts to a social network site, blog, or similar application at any time.
 - in cases of extenuating circumstances, such as returning to campus during the prohibited communication time from an event, the employee may only group-text message students during these hours, or make a public post to a social network site, blog, or similar application, and
 - if the employee uses a text message (not a public post), the employee shall include his or her immediate supervisor as a recipient on each group-text message to the students so that the students and supervisor receive the same message, for each text message addressed to students, and

- the employee may send a copy of the text message to the employee's district e-mail address.
- The employee does not have a right to privacy with respect to communications with students and parents.
- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Texas Educators' Code of Ethics including:
 - Compliance with the Public Information Act and the Family Educational Rights and Privacy Act (FERPA), including retention and confidentiality of student records. [See Policies CPC and FL]
 - Copyright law [Policy CY]
 - Prohibitions against soliciting or engaging in sexual conduct or a romantic relationship with a student. [See Policy DHB]
- Upon request from administration, an employee will provide the phone number(s), social network site(s), or other information regarding the method(s) of electronic media the employee uses to communicate with one or more currently-enrolled students.
- Upon written request from a parent or student, the employee shall discontinue communicating with the student through e-mail, text messaging, instant messaging, or any other form of one-to-one communication.
- An employee may request an exception from one or more of the limitations above by submitting a written request to his or her immediate supervisor.
- All staff are required to use school email accounts for all electronic communications with parents. Communication about school issues through personal email accounts or text messages are not allowed as they cannot be preserved in accordance with the district's record retention policy.
- An employee shall notify his or supervisor in writing within one business day if a student engages in an improper electronic communication with the employee. The employee should describe the form and content of the electronic communication.

Public Information on Private Devices

Policy DH, GB

Employees should not maintain district information on privately owned devices. Any district information must be forwarded or transferred to the district to be preserved. The district will take reasonable efforts to obtain public information in compliance with the Public Information Act. Reasonable efforts may include:

- Verbal or written directive
- Remote access to district-owned devices and services

Criminal History Background Checks

Policy DBAA

Employees may be subject to a review of their criminal history record information at any time during employment. National criminal history checks based on an individual's fingerprints, photo, and other identification will be conducted on certain employees and entered into the Texas Department of Public Safety (DPS) Clearinghouse. This database provides the district and SBEC with access to an employee's current national criminal history and updates to the employee's subsequent criminal history.

Employee Arrests and Convictions

Policy DH, DHB, DHC

An employee must notify his or her principal or immediate supervisor within three calendar days of any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of any felony, and any of the other offenses listed below:

- Crimes involving school property or funds
- Crimes involving attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit that would entitle any person to hold or obtain a position as an educator
- Crimes that occur wholly or in part on school property or at a school-sponsored activity
- Crimes involving moral turpitude

Moral turpitude includes the following:

- Dishonesty
- Fraud
- Deceit
- Theft
- Misrepresentation
- Deliberate violence
- Base, vile, or depraved acts that are intended to arouse or gratify the sexual desire of the actor
- Crimes involving any felony possession or conspiracy to possess, or any misdemeanor or felony transfer, sale, distribution, or conspiracy to transfer, sell, or distribute any controlled substance
- Felonies involving driving while intoxicated (DWI)
- Acts constituting abuse or neglect under the Texas Family Code.

If an educator is arrested or criminally charged, the superintendent is also required to report the educator's criminal history to the Division of Investigations at TEA.

Certified Employees. The superintendent and directors are required to report the misconduct or criminal history of a certified employee or individual applying for certification or permit to TEA Division of Educator Investigations. Information about misconduct or allegations of misconduct of a certified employee obtained by a means other than the criminal history clearinghouse that results in termination, resignation, or criminal history (e.g., arrest, indictment, prosecution, conviction, or other disposition by the criminal justice system, including probation and deferred adjudication) will be reported to TEA.

Misconduct or allegations of misconduct include:

- Abused or otherwise committed an unlawful act with a student or minor
- Possessed, transferred, sold, or distributed a controlled substance
- Illegally transferred, appropriated, or expended school property or funds
- Attempted by fraudulent means to obtain or alter any certificate or permit to gain employment or additional compensation
- Committed a criminal offense on school property or at a school-sponsored event, or
- Solicited or engaged in sexual conduct or a romantic relationship with a student or minor

Uncertified Employees. Misconduct or criminal history of an uncertified employee also must be reported to TEA. Information about misconduct or the allegations of misconduct obtained by a means other than the criminal history clearinghouse that results in termination, resignation, or criminal history (e.g., arrest, indictment, prosecution, conviction, or other disposition by the criminal justice system, including probation and deferred adjudication) will be reported to TEA.

Misconduct or allegations of misconduct include:

- Abuse or unlawful act with a student or minor, or
- Involvement in a romantic relationship with or solicited or engaged in sexual contact with a student or minor

Alcohol and Drug-Abuse Prevention

Policy DH

Bryan ISD is committed to maintaining an alcohol- and drug-free environment and will not tolerate the use of alcohol and illegal drugs in the workplace and at school-related or school-sanctioned activities on or off school property. Employees who use or are under the influence of alcohol or illegal drugs as defined by the Texas Controlled Substances Act during working hours may be dismissed. The district's policy regarding employee drug use follows:

<https://pol.tasb.org/Policy/Code/225?filter=DH>

As a condition of employment, an employee shall abide by the terms of the following drug-free workplace provisions. An employee shall notify the Superintendent in writing if the employee is convicted for a violation of a criminal drug statute occurring in the workplace in accordance with Arrests, Indictments, Convictions, and Other Adjudications, below.

Employees shall not manufacture, distribute, dispense, possess, use, or be under the influence of any of the following substances during working hours while at school or at school-related activities during or outside of usual working hours:

Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.

- Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.
- Alcohol or any alcoholic beverage.
- Any abuse prone glue, aerosol paint, or any other chemical substance for inhalation.
- Any other intoxicant, or mood-changing, mind-altering, or behavior-altering drugs.

An employee need not be legally intoxicated to be considered “under the influence” of a controlled substance.

An employee who manufactures, possesses, or dispenses a substance listed above as part of the employee’s job responsibilities, or who uses a drug authorized by a licensed physician prescribed for the employee’s personal use shall not be considered to have violated this policy.

District Notice Regarding Drug-Free Schools

The District prohibits the unlawful manufacture, distribution, dispensation, possession, or use of controlled substances, illegal drugs, inhalants, and alcohol in the workplace. *41 U.S.C.*

702(a) (1) (A); 28 TAC 169.2

The District shall establish a drug-free awareness program to inform employees about the dangers of drug abuse in the workplace, the District's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance abuse programs, and the penalties that may be imposed upon employees for drug abuse violations.

41 U.S.C. 702(a) (1) (B); 28 TAC 169.2

Employees who violate this prohibition shall be subject to disciplinary sanctions. Such sanctions may include referral to drug and alcohol counseling or rehabilitation programs or employee assistance programs, termination from employment with the District, and referral to appropriate law enforcement officials for prosecution. [See policies at DH and DHE] *41*

U.S.C. 702(a) (1) (A); 28 TAC 169.2

Compliance with these requirements and prohibitions is mandatory and is a condition of employment. As a further condition of employment, an employee shall notify the Superintendent of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction. Within ten days of receiving such notice—from the employee or any other source—the District shall notify the granting agency of the conviction. *41 U.S.C.*

702(a) (1) (D), (E)

Within 30 calendar days of receiving notice from an employee of a conviction for any drug statute violation occurring in the workplace, the District shall either (1) take appropriate personnel action against the employee, up to and including termination of employment, or (2) require the employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health agency, law enforcement agency, or other appropriate agency. *41 U.S.C. 70*

Tobacco Products and E-Cigarette Use

Policies DH, FNCD, GKA

State law prohibits smoking, using tobacco products, or e-cigarettes on all district-owned property and at school-related or school-sanctioned activities, on or off school property. This includes all buildings, playground areas, parking facilities, and facilities used for athletics and other activities. Drivers of district-owned vehicles are prohibited from smoking, using tobacco products, or e-cigarettes while inside the vehicle. Notices stating that smoking is prohibited by law and punishable by a fine are displayed in prominent places in all school buildings.

Fraud and Financial Impropriety

Policy CAA

All employees should act with integrity and diligence in duties involving the district's financial resources. The district prohibits fraud and financial impropriety, as defined below. Fraud and financial impropriety include the following:

- Forgery or unauthorized alteration of any document or account belonging to the district
- Forgery or unauthorized alteration of a check, bank draft, or any other financial document
- Misappropriation of funds, securities, supplies, or other district assets including employee time
- Impropriety in the handling of money or reporting of district financial transactions
- Profiteering as a result of insider knowledge of district information or activities
- Unauthorized disclosure of confidential or proprietary information to outside parties
- Unauthorized disclosure of investment activities engaged in or contemplated by the district
- Accepting or seeking anything of material value from contractors, vendors, or other persons providing services or materials to the district, except as otherwise permitted by law or district policy
- Inappropriately destroying, removing, or using records, furniture, fixtures, or equipment
- Failing to provide financial records required by federal, state, or local entities
- Failure to disclose conflicts of interest as required by law or district policy
- Any other dishonest act regarding the finances of the district
- Failure to comply with requirements imposed by law, the awarding agency, or a pass-through entity for state and federal awards

Professional Dress Expectations

BISD employees are expected to look professional each day. Our definition of professionalism includes slacks, pants, jeans (rips/holes/distressing free). Tops, shirts and blouses are free of political and religious graphics and language. Shoes of any type may be worn as long as they are job appropriate. Head coverings may be worn if part of a uniform, medically related need or religious purposes.

Certain positions require specialized attire and should be worn as appropriate per your supervisor. Business casual attire should be worn for district level meetings with non-district visitors. Campuses and departments will designate dress up days as appropriate for events and visitors.

Participation in theme days is highly encouraged including the following designated district days; Essential 8 Day (celebrated on the 8th day of the month), College Colors Day (the last Wednesday of the month), and Campus Spirit Day (on Friday).

Conflict of Interest

Policy CB, DBD

Employees are required to disclose in writing to the district any situation that creates a potential conflict of interest with proper discharge of assigned duties and responsibilities or

creates a potential conflict of interest with the best interests of the district. This includes the following:

- A personal financial interest
- A business interest
- Any other obligation or relationship
- Non-school employment

Employees should contact their supervisor for additional information.

Gifts and Favors

Policy DBD

Employees may not accept gifts or favors that could influence, or be construed to influence, the employee's discharge of assigned duties. The acceptance of a gift, favor, or service by an administrator or teacher that might reasonably tend to influence the selection of textbooks, electronic textbooks, instructional materials or technological equipment may result in prosecution of a Class B misdemeanor offense. This does not include staff development, teacher training, or instructional materials such as maps or worksheets that convey information to students or contribute to the learning process.

Copyrighted Materials

Policy CY

Employees are expected to comply with the provisions of federal copyright law relating to the unauthorized use, reproduction, distribution, performance, or display of copyrighted materials (i.e., printed material, videos, computer data and programs, etc.). Electronic media, including motion pictures and other audiovisual works, are to be used in the classroom for instructional purposes only. Duplication are to be used in the classroom for educational purposes only. Duplication or backup of computer programs and data must be made within the provisions of the purchase agreement.

Associations and Political Activities

Policy DGA

The district will not directly or indirectly discourage employees from participating in political affairs or require any employee to join any group, club, committee, organization, or association. Employees may join or refuse to join any professional association or organization.

An individual's employment will not be affected by membership or a decision not to be a member of any employee organization that exists for the purpose of dealing with employers

concerning grievances, labor disputes, wages, rates of pay, hours of employment, or conditions of work.

The district encourages personal participation in the political process, including voting. Employees who need to be absent from work to vote during the early voting period or on Election Day must communicate with their immediate supervisor prior to the absence.

Use of district resources including work time for political activities is prohibited.

Charitable Contributions

Policy DG

The Board or any employee may not directly or indirectly require or coerce an employee to make a contribution to a charitable organization or in response to a fundraiser. Employees cannot be required to attend a meeting called for the purpose of soliciting charitable contributions. In addition, the Board or any employee may not directly or indirectly require or coerce an employee to refrain from making a contribution to a charitable organization or in response to a fundraiser or attending a meeting called for the purpose of soliciting charitable contributions.

Safety and Security

Policy CK series

The district has developed and promotes a comprehensive program to ensure the safety and security of its employees, students, and visitors. The safety and security program includes written guidelines and procedures for responding to emergencies and activities to help reduce the frequency of accidents and injuries. See [Emergencies](#) for additional information.

Employees must follow established protocols and response to emergencies for each campus and department. Refer to written security procedures specific to your location and work area.

To prevent or minimize injuries to employees, coworkers, and students and to protect and conserve district equipment, employees must comply with the following requirements:

- Observe all safety rules.
- Keep work areas clean and orderly at all times.
- Immediately report all accidents to their supervisor.
- Operate only equipment or machines for which they have training and authorization.

While driving on district business, employees are required to abide by all state and local traffic laws. Employees driving on district business are prohibited from texting and using other electronic devices that require both visual and manual attention while the vehicle is in motion.

Employees will exercise care and sound judgment on whether to use hands-free technology while the vehicle is in motion.

Employees with questions or concerns relating to safety programs and issues can contact Rich Himmel, Assistant Director, Safety & Security.

Possession of Firearms and Weapons

Policies DH, FNCG, GKA

Employees, visitors, and students, including those with a license to carry a handgun, are prohibited from bringing firearms, knives, clubs or other prohibited weapons onto school premises (i.e., building or portion of a building) or any grounds or building where a school-sponsored activity takes place. A person, including an employee, who holds a license to carry a handgun may transport or store a handgun or other firearm or ammunition in a locked vehicle in a parking lot, garage, or other district provided parking area, provided the handgun or firearm or ammunition is properly stored, and not in plain view. To ensure the safety of all persons, employees who observe or suspect a violation of the district's weapons policy should report it to their supervisor or call the Assistant Superintendent of Human Resources immediately.

Visitors in the Workplace

Policy GKC

Visitors shall enter and leave a district campus or facility through the main entrance only. Visitors are required to present valid, government-issued identification upon entry. Visitors will be screened through the Raptor Visitor Management system and issued a Visitor sticker before entering a school campus. Authorized visitors will receive directions or be escorted to their destination. The visitor shall leave the campus or facility through the main entrance, turning in their Visitor sticker before leaving.

If an employee observes a visitor on campus without a Visitor sticker displayed, they should immediately direct the visitor to the office and contact the administrator in charge to advise them of the situation.

Asbestos Management Plan

Policy CKA

The district is committed to providing a safe environment for employees. An accredited management planner has developed an asbestos management plan for each school. A copy of the district's management plan is kept in the Maintenance office and is available for inspection during normal business hours.

Pest Control Treatment

Policies CLB, DI

Employees are prohibited from applying any pesticide or herbicide without appropriate training and prior approval of the integrated pest management (IPM) coordinator. Any application of pesticide or herbicide must be done in a manner prescribed by law and the district's integrated pest management program.

Notices of planned pest control treatment will be posted in a district building 48 hours before the treatment begins. Notices are generally located in building workrooms. In addition, individual employees may request in writing to be notified of pesticide applications. An employee who requests individualized notice will be notified by telephone, written, or electric means. Pest control information sheets are available from campus principals or facility managers upon request.

Animals in the Classroom Guidelines

Animals are NOT allowed on school grounds unless pre-authorized in writing by the Principal of the school. Animals must be connected to the curriculum. Custodial staff should not be expected to provide care for classroom animals. Animals which are not allowed in schools include, but are not limited, to poisonous animals, dangerous animals, dogs, cats, ferrets, bats, and farm animals. Please see the complete guidelines for animals in the classroom along with the classroom pet request form, which can be found in My Files > ClassLink > Team Connect > Maintenance > Integrated Pest Management > BISD Animals in Classroom Guidelines.

General Procedures

Exterior Doors and Interior Classroom Doors

In accordance with Texas Education Agency rules, Bryan ISD requires its employees to follow these procedures at all times on school campuses, in the interest of safety and security:

- Exterior doors must be closed, latched and locked by default.
- An exterior door may be unlocked **ONLY** if constantly monitored by a present adult with the ability to monitor people entering the building and the ability to immediately return the door to a closed, latched and locked condition.
- Interior classroom doors must remain closed, latched and locked by default during instructional time.

Emergency School Closing

The district may close schools because of severe weather, epidemics, or other emergency conditions. When such conditions exist, the Superintendent will make the official decision concerning the closing of the district's facilities. When it becomes necessary to open late, to release students early, or to cancel school, district officials will post a notice on the district's website and notify the following radio and television stations: WTAW 1620 AM, KBTX-CBS, KAGS-NBC, among others. In addition, such information will be posted at www.bryanisd.org, and distributed to families via ParentLink.

Emergencies

Policies CKC, CKD

All employees should be familiar with the safety procedures for responding to emergencies, including a medical emergency. Employees should locate evacuation diagrams posted in their work areas and be familiar with Hold, Secure, Lockdown, Evacuate and Shelter procedures. Emergency drills will be conducted to familiarize employees and students with safety and evacuation procedures. Each campus is equipped with an automatic external defibrillator. Fire extinguishers are located throughout all district buildings. Employees should know the location of these devices and procedures for their use.

The Bryan ISD Emergency Operations Plan (EOP) is available for all employees to review on the "My Files" app on Classlink, in the "Safety and Security" folder. In addition to the EOP, annexes and appendices covering response plans for severe weather, active threats and hazardous materials are located here. All Bryan ISD employees are encouraged to familiarize themselves with the EOP and its annexes and appendices.

Bryan ISD, in partnership with the I Love U Guys Foundation, utilizes the Standard Response Protocol (SRP) as a way to respond to emergency situations. The SRP utilizes five actions; these actions are initiated through a public address announcement. Each of the five actions are followed by specific language to clarify the action to be taken, depending on the type of hazard or emergency situation.

The five Standard Response Protocol (SRP) actions are:

- HOLD! In your room or area. Clear the Halls.
- SECURE! Get inside. Lock outside doors.
- LOCKDOWN! Locks, lights, out of sight.
- EVACUATE! To a specified location.
- SHELTER! Due to a specified hazard.

Employees are encouraged to familiarize themselves with the SRP at www.iloveguys.org. Additional SRP resources can be found in the "Safety and Security" folder on the "My Files" app on Classlink.

During emergency situations, Remind - a centralized notification system, will be used to alert staff in an emergency situation. Notices will be sent by email and text message. Employees should ensure their personal contact information is correct. Contact Human Resources to update personnel information.

Early Release

On the last day of the fall and spring semesters, all students will be dismissed early. In order to be consistent throughout the District, all campuses will follow the same procedures to ensure that campuses and buildings are accessible until the end of the work day. Campus principals and department leaders must identify personnel that will maintain the buildings until students are safely home.

The campus will develop a semester checkout list so that all staff members understand their duties prior to leaving. The following items must be part of the checkout list:

- All semester exams and student grades must be submitted for the six weeks
- Holiday decorations must be removed and stowed away.
- Classroom pets, if applicable, must be removed from the building.
- Turn off all the lights in your classroom or office.
- Close the blinds, if applicable, in your classroom or office.
- Shut down computers in your classroom or office.
- Turn off any personal appliances in your classroom or office.

Levels of departure:

- 2:00 p.m. – Staff, with the exception of essential staff, may depart if the checkout list is complete and the supervisor has approved. (Essential staff is identified to remain at school to answer telephones, monitor students who have not departed, and to make sure the building is ready for the break. Essential staff will also remain at non-campus buildings.)
- 3:00 p.m. – Essential staff may depart with the exception of campus principals or designee and department supervisors.
- 4:00 p.m. – Campus principals and department leaders will remain at the campus to hear the “all clear” call from transportation and to ensure that students have departed the campus. (No student should be left unsupervised.)

Paraprofessional staff who leave prior to the fulfillment of a 39-hour work week will be docked comp time to reach the 39 hours.

Professional staff- there is an expectation that professional staff has accumulated “comp” time by coming early and/or staying late at some point during the semester to account for the early departure.

Purchasing Procedures

Policy CH

All requests for purchases must be submitted to the Business office in eFinance through the Requisition for PO. No purchases, charges, or commitments to buy goods or services for the district can be made without a PO number. The district will not reimburse employees or assume responsibility for purchases made without authorization. Employees are not permitted to purchase supplies or equipment for personal use through the district’s business office. Specific guidelines to purchasing supplies for BISD are located in Team Connect > Business Services > Business Office Procedures LiveBinder. Additional information can be found at <https://www.livebinders.com/play/play?id=2553597&backurl=/shelf/my>.

Name and Address Changes

It is important that employment records be kept up to date. Employees must notify the Human Resource office if there are any changes or corrections to their name, home address, contact telephone number, marital status, emergency contact, or beneficiary. The form to process a change in personal information can be obtained from Human Resources, or may be found in Classlink. Go to My Files > Classlink > Team Connect > Human Resources > Name Change Form.

Personnel Records

Policy DBA, GBA

Most district records, including personnel records, are public information and must be released upon request. In most cases, an employee's personal email is confidential and may not be released without the employee's permission. Employees may choose to have the following personal information withheld:

- Address
- Phone number, including personal cell phone number
- Emergency contact information
- Information that reveals whether they have family members

The choice to not allow public access to this information or change an existing choice may be made at any time by submitting a written request to Human Resources. New or terminated employees have 14 days after hire or termination to submit a request. Otherwise, personal information may be released to the public until a request to withhold the information is submitted or another exception for release of information under law applies. An employee is responsible for notifying the district if he or she is subject to any exception for disclosure of personal or confidential information.

Facility Use

Policies DGA, GKD

Employees who wish to use district facilities after school hours must follow established procedures. The campus principal is responsible for scheduling the use of facilities after school hours. Go to <https://login.myschoolbuilding.com/msb> to request to use school facilities and <https://www.bryanisd.org/apps/facilities/> to obtain information on the fees charged.

Lost Keys

Employees shall not loan keys to anyone, including students. Keys shall not be duplicated for any reason. Broken keys may be replaced by returning the broken key to the maintenance supervisor. Lost keys shall be **immediately reported** to the supervisor. Employees are **responsible for all costs** associated with lost keys, **which may include** changing of locksets.

Energy Management Plan

Board Policy CL Regulation

Employees shall abide by the District Energy Management Policy:

The following regulations apply to the district's energy management plan.

1. Air conditioning control system set points shall be no lower than 74 degrees.
2. Heating control system set points shall be no higher than 70 degrees.
3. HVAC systems in each building will start at times necessary to reach set points no earlier than the scheduled start of the school day.
4. HVAC systems in each building will shut down no later than two hours prior to the end of regular custodial shifts.
5. HVAC systems will not run on non-school days without approval from the superintendent or designee.
6. Doors and windows shall be kept closed at all times.
7. Use of individual space heaters is prohibited.
8. Use of refrigerators and other appliances is restricted to designated staff lunchrooms and workrooms. Use of personal appliances in individual classrooms and offices is prohibited unless approved by the principal for instructional purposes.
9. All computers must have power management software activated or must be turned off when not in use.
10. All lights must be turned off when rooms are not in use. Only designated security lighting will be on at night at times deemed most effective.

Pre-Kindergarten

Policy EHBG

Bryan ISD offers Pre-Kindergarten on all elementary campuses except Johnson – these students are zoned to Bowen. The PreK classrooms provide nurturing and challenging environments to help children develop the skills they need to succeed throughout their school career. PreK years are a period of rapid growth for a child, and the key concepts they develop in a PreK classroom directly correlate to their future academic success. If space is available, tuition-based PreK is accessible for students who do not meet the state eligibility requirements to attend PreK.

For more information, please visit the Bryan ISD website, call 979-209-1000 or email prek@bryanisd.org.

Termination of Employment

Resignations

Policy DFE, DHB

Contract Employees. Contract employees may resign their position without penalty at the end of any school year if written notice is received at least 45 days before the first day of instruction of the following school year. A written notice of resignation should be submitted by using the Eduphoria form. A written notice of resignation should be submitted to the superintendent or other persons designated by the board of trustees, which includes campus supervisors, department supervisors or Human Resources. Supervisors who have not been designated by the board to accept resignations shall instruct the employee to submit the resignation to the superintendent, or other person designated by board action. Contract employees may resign at any other time only with the approval of the superintendent or the board of trustees. Resignation without consent may result in disciplinary action by the State Board for Educator Certification (SBEC).

The principal is required to notify the superintendent of an educator's resignation within seven business days following an alleged incident of misconduct for any of the acts listed in *Reports to Texas Education Agency* on page 97. The superintendent will notify SBEC when an employee resigns and there is reasonable evidence exists to indicate that the employee has engaged in such misconduct.

Noncontract Employees. Noncontract employees may resign their position at any time. A written notice of resignation should be submitted to the supervisor at least two weeks prior to the effective date. Employees are encouraged to include the reasons for leaving in the letter of resignation but are not required to do so.

The principal is required to notify the superintendent of a noncertified employee's resignation or termination within seven business days following an alleged incident of misconduct of abuse of a student, or was involved in a romantic relationship with or solicited or engaged in sexual conduct with a student or minor. The superintendent will notify TEA within seven business days of receiving a report from a principal, or knew about an employee's resignation or termination following an alleged incident of misconduct described above.

Dismissal or Nonrenewal of Contract Employees

Policies DF Series, DHB

Employees on probationary, term, and continuing contracts can be dismissed during the school year according to the procedures outlined in district policies. Employees on probationary or term contracts can be non-renewed at the end of the contract term. Contract employees dismissed during the school year, suspended without pay, or subject to a reduction in force are

entitled to receive notice of the recommended action, an explanation of the charges against them, and an opportunity for a hearing. The timelines and procedures to be followed when a suspension, termination, or nonrenewal occurs will be provided when a written notice is given to an employee.

The principal is required to notify the superintendent of an educator's termination within seven business days following an alleged incident of misconduct for any of the acts listed in Reports to Texas Education Agency on page 97. The superintendent will notify SBEC when an employee is terminated and there is evidence to indicate that the employee has engaged in such misconduct.

Advance notification requirements do not apply when a contract employee is dismissed for failing to obtain or maintain appropriate certification or when the employee's certification is revoked for misconduct. Information on the timelines and procedures can be found in the DF series policies that are provided to employees or are available online.

Dismissal of Noncontract Employees

Policies DCD. DP

Noncontract employees are employed at will and may be dismissed without notice, a description of the reasons for dismissal, or a hearing. It is unlawful for the district to dismiss any employee for reasons of race, color, religion, gender, national origin, age, disability, military status, genetic information, any other basis protected by law, or in retaliation for the exercise of certain protected legal rights. Noncontract employees who are dismissed have the right to grieve the termination. The dismissed employee must follow the district process outlined in this handbook when pursuing the grievance. (See

Complaints and Grievances.)

The principal is required to notify the superintendent of a noncertified employee's resignation or termination within seven business days following an alleged incident of misconduct of abuse of a student, or was involved in a romantic relationship with or solicited or engaged in sexual conduct with a student or minor. The superintendent will notify TEA within seven business days of receiving a report from a principal, or knew about an employee's resignation or termination following an alleged incident of misconduct described above.

Discharge of Convicted Employees

Policy DF

The district shall discharge any employee who has been convicted of or placed on deferred adjudication community supervision for an offense requiring the registration as a sex offender or convicted of a felony under Title 5 Penal Code if the victim was a minor.

If the offense is more than 30 years before the date the person's employment began or the person satisfied all terms of the court order entered on conviction the requirement to discharge does not apply.

Exit or Separation Procedures

Separating employees are asked to provide the district with a forwarding address and phone number and complete a questionnaire in Eduphoria that provides the district with feedback on his or her employment experience. Information on the continuation of benefits, release of information, and procedures for requesting references will be provided, in a memo from the superintendent, by mail. This memo and any future correspondences will be sent to the address that is provided in the Eduphoria questionnaire.

All district keys, books, property, including intellectual property, and equipment must be returned upon separation from employment. Any debt owed to the district must be cleared at the time of termination. If the debt is not cleared the debt will be deducted from any income owed. If that is not sufficient to clear the debt, the District will bill the terminating employee and will take legal action if it is not cleared within a reasonable amount of time.

Please contact the appropriate department below with questions:

Human Resources ---release of information, service records...979-209-1084. (Please note that service records will not be available until after June 30 of each school year.)

Benefits--- benefits...979-209-1092

Payroll --- salary information...979-209-1017

Reports to the Texas Education Agency

Policies DF, DHB, DHC

Certified Employees. The resignation or termination of a certified employee must be reported to the Division of Investigations at TEA if there is evidence that the employee was involved in any of the following:

- Any form of sexual or physical abuse of a minor, or any other unlawful conduct with a student or a minor
- Soliciting or engaging in sexual contact or a romantic relationship with a student or minor
- The possession, transfer, sale, or distribution of a controlled substance
- The illegal transfer, appropriation, or expenditure of district or school property or funds
- An attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit for the purpose of promotion or additional compensation
- Committing a criminal offense or any part of a criminal offense on district property or at a school-sponsored event.

The reporting requirements above are in addition to the superintendent's ongoing duty to notify TEA when a certified employee or an applicant for certification has a reported criminal history or engaged in conduct violating the assessment security procedures established under TEC §39.0301. "Reported criminal history" means any formal criminal justice system charges and dispositions including arrests, detentions, indictments, criminal information, convictions, deferred adjudications, and probations in any state or federal jurisdiction that is obtained by a means other than the Fingerprint-based Applicant Clearinghouse of Texas (FACT).

Noncertified Employees. The voluntary or involuntary separation of a noncertified employee from the District must be reported to the Division of Investigations at TEA by the superintendent if there is evidence the employee abused or otherwise committed an unlawful act with a student or minor, was involved in a romantic relationship with a student or minor, or solicited or engaged in sexual contact with a student or minor.

Reports Concerning Court-Ordered Withholding

The district is required to report the termination of employees that are under court order or writ of withholding for child support or spousal maintenance to the court. Notice of the following must be sent to the support recipient and the court or, in the case of child support, the Texas Attorney General Child Support Division:

- Termination of employment not later than the seventh day after the date of termination
- Employee's last known address
- Name and address of the employee's new employer, if known

Student Issues

Equal Educational Opportunities

Policies FB, FFH

In an effort to promote nondiscrimination and as required by law, Bryan ISD does not discriminate on the basis of race, color, religion, national origin, age, sex, or disability in providing education services, activities, and programs, including Career and Technical Education (CTE) programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

In accordance with Title IX, the district does not and is required not to discriminate on the basis of sex in its educational programs or activities. The requirement not to discriminate extends to admission and employment. Inquiries about the application of Title IX may be referred to the district's Title IX Coordinator (see below), to the Assistant Secretary for Civil Rights of the Department of Education, or both.

Other federal laws that prohibit discrimination include Title VI, Section 504, the Age Discrimination Act, the Boy Scouts Act, and Title II.

The district has designated and authorized the following employee as the Title IX Coordinator to address concerns or inquiries regarding discrimination on the basis of sex, including sexual harassment, sexual assault, dating violence, domestic violence, stalking, or gender-based harassment: Crystal Goodman, Dr. Brian Merrell, and Linda Montoya, Executive Directors of School Leadership, 979-209-1075. Reports can be made at any time and by any person, including during non-business hours, by mail, phone, or email. During district business hours, reports may also be made in person.

Upon the district receiving notice or an allegation of sex-based harassment, the Title IX Coordinator will promptly respond in accordance with the process described at FFH (LOCAL).

Student Records

Policy FL

Student records are confidential and are protected from unauthorized inspection or use. Employees should take precautions to maintain the confidentiality of all student records. The following people are the only people who have general access to a student's records:

- Parents: Married, separated, or divorced unless parental rights have been legally terminated and the school has been given a copy of the court order terminating parental rights
- The student: The rights of parents transfer to a student who turns 18 or is enrolled in an institution of post-secondary education. A district is not prohibited from granting the student access to the student's records before this time.
- School officials with legitimate educational interests

The student handbook provides parents and students with detailed information on student records. Parents or students who want to review student records should be directed to the campus principal for assistance.

Parent and Student Complaints

Policy FNG

In an effort to hear and resolve parent and student complaints in a timely manner and at the lowest administrative level possible, the board has adopted orderly processes for handling complaints on different issues. Any campus office or the superintendent's office can provide parents and students with information on filing a complaint.

Parents are encouraged to discuss problems or complaints with the teacher or the appropriate administrator at any time. Parents and students with complaints that cannot be resolved to their satisfaction should be directed to the campus principal. The formal complaint process provides parents and students with an opportunity to be heard up to the highest level of management if they are dissatisfied with a principal's response.

Administering Medication to Students

Policy FFAC, FFAF

Only designated employees may administer prescription medication, nonprescription medication, and herbal or dietary supplements to students. Exceptions apply to the administration of medication for respiratory distress, medication for anaphylaxis (e.g., EpiPen®), opioid antagonists, and medication for diabetes management, if the medication is administered in accordance with district policy and procedures. A student who must take any other medication during the school day must bring a written request from his or her parent and the medicine in its original, properly labeled container. Contact the principal or school nurse for information on procedures that must be followed when administering medication to students.

Dietary Supplements

Policies DH, FFAC

District employees are prohibited by state law from knowingly selling, marketing, or distributing a dietary supplement that contains performance-enhancing compounds to a student with whom the employee has contact as part of his or her school district duties. In addition, employees may not knowingly endorse or suggest the ingestion, intranasal application, or inhalation of a performance-enhancing dietary supplement to any student.

Psychotropic Drugs

Policy FFAC

A psychotropic drug is a substance used in the diagnosis, treatment, or prevention of a disease or as a component of a medication. It is intended to have an altering effect on perception, emotion, or behavior and is commonly described as a mood- or behavior-altering substance.

District employees are prohibited by state law from doing the following:

- Recommending that a student use a psychotropic drug
- Suggesting a particular diagnosis
- Excluding from class or school-related activity a student whose parent refuses to consent to a psychiatric evaluation or to authorize the administration of a psychotropic drug to a student

Student Conduct and Discipline

Policies in the FN series and FO series

Students are expected to follow the classroom rules, campus rules, and rules listed in the Student Handbook and Student Code of Conduct. Teachers and administrators are responsible for taking disciplinary action based on a range of discipline management strategies that have been adopted by the district. Other employees that have concerns about a particular student's conduct should contact the classroom teacher or campus principal.

Chapter 37. The Texas Education Code Section 37.018 requires districts to provide all professional employees with a copy of Chapter 37. This section deals with student discipline. A copy of Chapter 37, is available at:

<http://www.statutes.legis.state.tx.us/Docs/ED/pdf/ED.37.pdf>

Student Attendance

Policy FEB

Teachers and staff should be familiar with the district's policies and procedures for attendance accounting. These procedures require minor students to have parental consent before they are allowed to leave campus. When absent from school, the student upon returning to school, must bring a note signed by the parent that describes the reason for the absence. These requirements are addressed in campus training and in the student handbook. Contact the campus principal for additional information.

Bullying

Policy FFI

Note: This policy addresses bullying of District students. For provisions regarding discrimination, harassment, and retaliation involving District students, see policy FFH. For reporting requirements related to child abuse and neglect, see policy FFG.

B-Safe provides Bryan ISD students, parents, and community members a safe and anonymous way to report crimes and safety concerns. Secure intelligence, ongoing two-way dialog, and photo/video upload features allow school personnel and law enforcement to receive the most accurate and up to date information to prevent violence and tragedy, create effective interventions, and provide needed resources.

Bullying is defined by TEC §37.0832. All employees are required to report student complaints of bullying, including cyberbullying, to the campus principal. The district's policy includes definitions and procedures for reporting and investigating bullying of students and is available below.

<https://pol.tasb.org/Policy/Code/225?filter=FFI>

Bullying Prohibited

The District prohibits bullying as defined by this policy. Retaliation against anyone involved in the complaint process is a violation of District policy.

Examples: Bullying of a student may include hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name calling, rumor spreading, and ostracism.

Retaliation

The District prohibits retaliation by a student or District employee against any person who in good faith makes a report of bullying, serves as a witness, or participates in an investigation.

Examples: Examples of retaliation may include threats, rumor spreading, ostracism, assault, destruction of property, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances.

False Claim

A student who intentionally makes a false claim, offers false statements, or refuses to cooperate with a District investigation regarding bullying shall be subject to appropriate disciplinary action.

Timely Reporting

Reports of bullying shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to promptly report may impair the District's ability to investigate and address the prohibited conduct.

Reporting Procedures

Student Report - To obtain assistance and intervention, any student who believes that he or she has experienced bullying or believes that another student has experienced bullying should immediately report the alleged acts to a teacher, school counselor, principal, or other District employee. The Superintendent shall develop procedures allowing a student to anonymously report an alleged incident of bullying.

Employee Report - Any District employee who suspects or receives notice that a student or group of students has or may have experienced bullying shall immediately notify the principal or designee.

Report Format - A report may be made orally or in writing. The principal or designee shall reduce any oral reports to written form.

Notice of Report

When an allegation of bullying is reported, the principal or designee shall notify a parent of the alleged victim on or before the third business day after the incident is reported. The principal or designee shall also notify a parent of the student alleged to have engaged in the conduct within a reasonable amount of time after the incident is reported.

Prohibited Conduct

The principal or designee shall determine whether the allegations in the report, if proven, would constitute prohibited conduct as defined by policy FFH, including dating violence and harassment or discrimination on the basis of race, color, religion, sex, gender, national origin, or disability. If so, the District shall proceed under policy FFH. If the allegations could constitute both prohibited conduct and bullying, the investigation under FFH shall include a determination on each type of conduct.

Investigation of Report

The principal or designee shall conduct an appropriate investigation based on the allegations in the report. The principal or designee shall promptly take interim action calculated to prevent bullying during the course of an investigation, if appropriate.

Concluding the Investigation

Absent extenuating circumstances, the investigation should be completed within ten District business days from the date of the report; however, the campus principal or designee shall take additional time if necessary to complete a thorough investigation.

The campus principal or designee shall prepare a written report of the investigation, including a determination of whether bullying occurred, and send a copy to the Superintendent or designee.

Notice to Parents

If an incident of bullying is confirmed, the principal or designee shall promptly notify the parents of the victim and of the student who engaged in bullying.

District Action

Bullying - If the results of an investigation indicate that bullying occurred, the District shall promptly respond by taking appropriate disciplinary action in accordance with the District's Student Code of Conduct and may take corrective action reasonably calculated to address the conduct. The District may notify law enforcement in certain circumstances.

Discipline - A student who is a victim of bullying and who used reasonable self-defense in response to the bullying shall not be subject to disciplinary action.

The discipline of a student with a disability is subject to applicable state and federal law in addition to the Student Code of Conduct.

Corrective Action - Examples of corrective action may include a training program for the individuals involved in the complaint, a comprehensive education program for the school community, follow-up inquiries to determine whether any new incidents or any instances of retaliation have occurred, involving parents and students in efforts to identify problems and improve the school climate, increasing staff monitoring of areas where bullying has occurred, and reaffirming the District's policy against bullying.

Transfers - The principal or designee shall refer to FDB for transfer provisions.

Counseling - The principal or designee shall notify the victim, the student who engaged in bullying, and any students who witnessed the bullying of available counseling options.

Improper Conduct - If the investigation reveals improper conduct that did not rise to the level of prohibited conduct or bullying, the District may take action in accordance with the Student Code of Conduct or any other appropriate corrective action.

Confidentiality

To the greatest extent possible, the District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation.

Appeal

A student who is dissatisfied with the outcome of the investigation may appeal through policy FNG (LOCAL), beginning at the appropriate level.

Records Retention

Retention of records shall be in accordance with policy CPC (LOCAL).

Access to Policy and Procedures

This policy and any accompanying procedures shall be distributed annually in the employee and student handbooks. Copies of the policy and procedures shall be posted on the District's website, to the extent practicable, and shall be readily available at each campus and the District's administrative offices.

Hazing

Policy FNCC

Students must have prior approval from the principal or designee for any type of "initiation rites" of a school club or organization. While most initiation rites are permissible, engaging in or permitting "hazing" is a criminal offense. Any teacher, administrator, or employee who observes a student engaged in any form of hazing, who has reason to know or suspect that a student intends to engage in hazing, or has engaged in hazing must report that fact or suspicion to the designated campus administrator.

Other Employment Issues

Substitute

Substitutes are employed by a partner company, ESS. Regular teachers are asked to notify the principal and report the absence(s) to the automated system as soon as possible to obtain a substitute but no later than 6 am of the absence date. Lesson plans and special instructions should be kept in a folder and left in the teacher's desk where they will be easy to find. If the desk is locked, provision should be made for a key for the substitute to use. Information included in the folder should be

- (1) seating charts,
- (2) attendance record form
- (3) any grouping and instructional services that are expected
- (4) brief summary of routing for lunch/lunch dismissal
- (5) special duty schedule and expectations
- (6) fire drill maps/information and active student rosters.

Each classroom teacher will complete a Substitute feedback form in Frontline upon return to duty.

Substitute Duty Hours

The substitute shall be expected to be on duty the entire school day (including conference periods) and to perform all duties of the regular teacher. (From 15 minutes prior to the beginning of school until 15 minutes after students are dismissed.) Please refer to the *Campus Instructional Times*.

Individual campus circumstances may require the assignment of a substitute for only a portion of the school day. Substitutes are also subject to reassignment during the day.

Student Teachers

Student teaching assignments are made cooperatively by the institution of higher education in which the student teacher is enrolled, the supervising teacher, the principal of the school in which the student teacher shall serve and the BISD Office of Human Resources. Duties and responsibilities, which may be assigned to student teachers, include any duty or responsibility granted by the district to certified teachers generally or any school program duty or responsibility granted to the supervising teacher. It may not include administering corporal punishment.

While performing duties and responsibilities under the supervision of the supervising teacher and the principal, the student teacher is entitled to exercise any authority relating to student management that is granted to certified teachers generally, including the handling of confidential records. The institution of higher education, the supervising teacher, and the principal shall exercise due care to avoid placing the student teacher in a situation which is known to them that the student teacher is not capable of handling successfully.

Reporting/Communication with Parents

Periodic reports to parents of their child's progress are essential. Communication between school and home should take several forms, and each conference and/or contact with parents should be documented.

1. Notes may be sent home to explain a student's progress successes, and/or difficulties.
2. Telephone conversations provide a means for sharing either triumphs or problems.
3. Formal parent-teacher conferences may be arranged at the school. Parents need to feel comfortable at school and be aware of the physical environment of the classroom.
4. Informal parent-teacher conversations may occur at school and/or the market place. Teachers should be alert to those opportunities to share a student's accomplishments. However, they should never discuss problems in public, but offer to arrange a conference.
5. Home visits may be conducted by the teacher. Visits can provide opportunities for the teacher to gain valuable insights into the student's family situation.
6. Progress reports will be sent at the end of the first three (3) weeks of a grading period to the parent/guardian of all first-twelve grade students. Appropriate documentation of all attempts to communicate a student's progress shall be kept by the teacher.

When these forms of communication have occurred, the report card should contain no surprises for the parents.

Use of Balloons

The use of balloons shall be limited to displays whose purpose **shall not be aerial release**. Releasing balloons into the atmosphere is prohibited. The danger of the non- biodegradable balloons to the environments and to wildlife has been proven, and the danger outweighs any educational experience which may be derived from the aerial release of balloons.

Copy Center

(The copy center is located behind the Central Distribution Center.)

The district provides a copy center for teachers to utilize when making classroom and campus copies. Teachers/Staff are required to complete a Copy Center work order request form, get prior approval by principal (or principal designee) and send it to the Copy Center. An electronic copy center work request can also be completed online. The website for this is

www.bisd.ricohtac.com which you can attach your documents to the electronic work order and send in electronically. If a login is needed for the electronic work order submission, please contact Melissa Martin, by email, and include Name, Grade Level, and Campus in the email. The procedure for online work order requests is to fill in all directions and contact information including due dates, attach your document (s) to be printed, then fill in the designated approver in the area on the work order request. Once the order is submitted and approved, Copy Center will complete and send back to the campus. Sending in orders electronically will provide a faster turnaround time as it speeds up the process for arrival to Copy Center. Normal turnaround time for work sent to Copy Center is 3 working days. If you have any questions, feel free to contact Copy Center at 209-7090.

Guidance Program

The classroom teacher, through firsthand observation of the student, is the first guidance person in the student's school experience. The teacher provides a learning program that is best suited to the individual needs of the student. Guidance services are coordinated with the regular instructional program for a unified educational program. Certified counselors are assigned to all campuses. They work cooperatively with the teachers in providing for the educational, vocational, and personal/social needs of all students.

The Guidance Program offers counseling, consultation, and referral in assisting teachers, administrators, students, and parents. At the secondary level, the counseling staff will provide specific information to students and parents regarding course offerings, graduation requirements, course selections and college testing programs.

Acceptable Use Guidelines for Technology Resources

At Bryan ISD, technology is used as one way to further the educational mission, provide positive educational experiences, and enhance the educational value of the district curriculum. Technology resources include but are not limited to, laptops, desktop computers, mobile devices, tablets, electronic communication, and other emerging technologies.

Acceptable Use

Bryan ISD encourages its students and staff to use technology resources to promote academic excellence. All users are responsible for using district technology resources to support the school district's educational mission. Regardless of the resources used, some expectations must be followed by those who utilize these resources.

The following guidelines will apply to all users of the district's electronic information communications systems. All system activities, including but not limited to mail transmissions and password-protected systems, may be monitored as deemed appropriate to ensure proper system use. Bryan ISD Policy CQ

Disciplinary action may be taken for unacceptable use of technology resources, including but not limited to the network or the Internet. The final decision regarding whether any use of the network or the Internet is acceptable or unacceptable lies with the Superintendent or designee in consultation with the Executive Director of Technology Services or another entity or party designated by the Superintendent.

Ownership and Privacy of Electronic Files

Electronic files created, sent, received, or stored on Bryan ISD owned, leased, administered, or otherwise under the custody and control of Bryan ISD are the property of Bryan ISD and may be subject to open records requests and accessed in accordance with this standard. Electronic files created, sent, received, or stored on Bryan ISD owned, leased, administered, or otherwise under the custody and control of Bryan ISD are not private and may be accessed by Bryan ISD Technology Services staff, as appropriate, without the user's knowledge. Employees should refrain from using their district email address for personal accounts, including but not limited to banking, healthcare, home buying, and legal communication.

System Conduct

All district technology resources, including but not limited to district computers, communications systems, and the Internet, must be used in support of education and academic research and in a manner consistent with the educational mission and objectives of Bryan ISD. Electronic communications between employees and students, inside and outside the district's

network, will be limited to school-related business or matters that fall within the employee's professional responsibilities. Some limited personal use is permitted.

Limited personal use of the system shall be permitted if the use:

1. Imposes no tangible cost on the District
2. Does not unduly burden the District's computer or network resources
3. Has no adverse effect on an employee's job performance or a student's academic performance

All district-owned technology devices (including, but not limited to, desktops, iPad, and laptops) must remain on the campus they are assigned unless an employee has been authorized by Technology Services to take the device(s) off premises. Employees must have an equipment checkout form on file with Technology Services for each device taken off district property.

Students under 13

The Children's Online Privacy Protection Act (COPPA) is a federal law regulating the online collection of personal information from children under 13. The law generally requires website operators to provide parental notification and obtain parental consent before collecting personal information from these students. However, COPPA also authorizes school districts to provide this consent when the collection of data is for the use and benefit of the school and no other commercial purpose. Bryan ISD will use or recommend specific web-based applications to enhance students' learning experience. A list of the pre-screened online academic resources that may be utilized for instruction can be found at <https://portal.classlink.com/bryanisd>.

Unacceptable System Conduct

System users will not distribute personal information, pictures, or videos of themselves or others by means of the electronic communications system other than as needed to conduct school operations. Using another person's user I.D. and/or password is strictly prohibited. The individual whose name a system account is issued will always be responsible for its proper use.

Federal law protects the privacy of a student while attending a public school. No video or photograph taken by a student in an academic setting can be published or disseminated by using the Internet or any other electronic means without the written permission of the student's parents unless the photograph or video is for a class project under the direct supervision of a teacher and is only published in the school building or the district intranet (internal network).

All users of BISD's computers and networks are expected to abide by the generally accepted rules of network etiquette, the Student Code of Conduct, Student Handbook, or Employee Handbook.

In addition, system users:

1. Will not gain unauthorized access to resources or information.
2. Will not interfere with the proper functioning or the ability of others to use Bryan ISD networks, computer systems, applications, and data resources.
3. Will not use any means to disable or bypass the district's Internet filtering system or other security systems. Users may not create or join unauthorized wireless or wired networks to access or bypass the district's network resources. This includes but is not limited to connecting via another internet provider, establishing wireless access points, wireless routers, and open networks on personal devices.
4. Will not use an electronic device or computer to access, store, send, receive, or post on the Internet anything inappropriate or harmful to an individual or group or in violation of federal, state, or district regulations. This includes, but is not limited to:
 - Copyrighted material
 - Threatening, embarrassing, harassing, bullying, or racist material
 - Any material that is likely to disrupt the learning environment
 - Material that is lewd, vulgar, sexually suggestive, obscene, or pornographic
 - Material that contains profanity
 - Material that violates or promotes the violation of school rules
 - Material that violates district policies prohibiting harassment and bullying
 - Commercial material or product advertisements
 - Political lobbying
 - Illegal activities
 - Material that may cause legal action or embarrassment to Bryan ISD
5. Are expected to report harassment, threats, hate speech, and inappropriate content that violates this Unacceptable System Conduct policy to a teacher or administrator.

To protect and reserve bandwidth and other resources for educational use, users (including those who are in a school building before or after school) may not:

- install software without prior approval from Technology Services.
- store installers and applications in network storage.
- download or play interactive web games or access streaming media not directly related to an approved BISD curriculum.
- participate in real-time discussions on the network unless for academic or work-related purposes.

- browse the Internet without a curriculum or work-related objective.
- print anything not required by the curriculum or job responsibilities.

Vandalism Prohibited

Any intentional act by a system user that damages district technology hardware, software, operating systems, or data will be considered vandalism and will be subject to school rules and disciplinary procedures. Any intentional act that requires a person's time to repair, replace, or perform corrective work on district technologies or data is also considered vandalism.

Vandalism, as defined above, will result in the cancellation of system use privileges and will require restitution for costs associated with system restoration, as well as other appropriate consequences pursuant to Board policy and the Student Code of Conduct. Deliberate attempts to degrade or disrupt system performance violate district policy and administrative regulations and may constitute criminal activity under applicable state and federal laws.

Consequences of Misuse

Misuse of personal or district technology resources while on or near school property, in school vehicles, and at school-sponsored activities, as well as the use of district technology resources via off-campus remote access, may result in disciplinary action.

The district may suspend or revoke a system user's access to the district's system upon an administrator's determination of a violation of district policy and/or administrative regulations regarding acceptable use.

Termination of a user's access will be effective on the date the principal or district coordinator receives a notice of student withdrawal or revocation of system privileges.

Accounts requiring employee login credentials will be disabled the day after your final workday.

A system user knowingly bringing prohibited materials into the school's electronic environment will be subject to suspension of access and/or revocation of privileges on the district's system and will be subject to disciplinary action in accordance with the Student Code of Conduct or Employee Handbook.

Disclaimer

Please note that the Internet is a network of many communication and information networks. It is possible that users may run across inaccurate or objectionable material. While Bryan ISD utilizes filtering technology to restrict access to such material, it is not possible to absolutely prevent such access. A user who accesses such material is expected to discontinue the access as quickly as possible and to report the incident to the appropriate supervisor.

The district's system is provided on an "as is, as available" basis. The district does not make any warranties, whether expressed or implied. The district does not warrant that the functions or

services performed by, or that the information or software contained on, the system will meet the system user's requirements, the system will be uninterrupted or error-free, or that defects will be corrected.

Opinions, advice, services, and all other information expressed by system users, information providers, service providers, or other third-party individuals are those of the providers and not the district.

The district will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the district's electronic communications system.

Parent Request to Restrict Internet

A parent has the right to request that his or her child be restricted from using the Internet at school. To exercise that right, a parent must contact his or her child's principal to schedule a meeting. In addition to meeting the child's principal, a parent will be required to write a statement reflecting his or her wishes restricting the child's Internet use at school.

Use of Personal Telecommunications or other Electronic Devices

In addition to policy CQ, the following rules will apply to the use of personal telecommunications and/or other electronic devices:

1. Connection of personal devices to the district network will be for the sole purpose of research, assessment, and/ or learning opportunities.
2. Students may utilize their devices in the classroom for educational purposes with prior approval from the teacher. Usage for instruction is up to the discretion of each individual teacher/administrator.
3. Students may utilize their personally owned electronic devices before school, after school, and during their designated lunch shift in accordance with the Acceptable Use Guidelines for Technology Resources.
4. Users will be limited to only the MIT (My Instructional Technology) wireless service that the district has provided, not the wired network.
5. Users may not create or join unauthorized wireless or wired networks to access or bypass the district's network resources. This includes but is not limited to, connecting via another provider (3G/4G/LTE), establishing wireless access points, wireless routers, and open networks on personal devices.
6. Printing from personal technology will not be permitted at school.
7. The district's technology resources will not be used for commercial purposes.
8. When students are not using the devices for approved instructional purposes, the devices must be silenced and put away.
9. The district is NOT responsible for:

- any damages, injuries, or claims resulting from the use of technology,
- stolen or damaged personal technology devices
- the maintenance or repair of any personal technology
- any cost incurred due to the use of personal technology for either texting or Internet usage charges that occur from the use of a student's personal device. It is the parent's responsibility to make sure their child understands the usage options that are available to them, such as the number of texts.

Any violation of the above guidelines may result in the loss of network and/or technology privileges as well as other disciplinary action(s) in accordance with the Student Code of Conduct.

The district reserves the right to disable all access to MIT wireless service at any time.

Cybersecurity

At least once each year the district shall identify employees and elected and appointed board members who are required to complete a cybersecurity training program certified under Government Code 2054.519.

Network access may be revoked for failure to complete required cybersecurity training.

Appendix B

Transportation Resources-Drivers

Driver Requirements

Employees traveling on district business are required to abide by all state and local traffic laws. Campuses and departments should submit updated information to the Transportation Department for any employee who will drive for district purposes.

The following information is required to be on file with the Transportation Department to drive Class C motor vehicles:

- A valid Texas driver license
- A 3 Year Motor Vehicle Record (reviewed by Transportation)
 - Certain violations will automatically disqualify an individual from driving for district business
 - Individuals with 10 points or greater will be disqualified from driving until the points drop below 6. Based off school bus driver evaluation point matrix.
 - Driving records are checked annually

Employees with a Texas Commercial Driver License approved to operate a school bus are required to have the following on file with the Transportation Department:

- Requirements must be met to drive Class C motor vehicles
- License must have the Passenger (P) and School Bus (S) Endorsements
- A School Bus Driver Record (reviewed by Transportation)
 - Certain violations will automatically disqualify an individual from driving for district business
 - Individuals with 10 points or greater will be disqualified from driving until the points drop below 6
 - Driving records are checked annually
- School Bus Driver Certificate
- Medical Examination Certificate (physical)
- General Consent for Limited Queries of the Federal Motor Carrier Safety Administration (FMCSA) Drug and Alcohol Clearinghouse

Traffic Violations

- Employees approved to drive for district purposes must report all traffic citations and written warnings within 24 hours to the Assistant Director of Operations, Transportation.
- If you are ticketed for a speeding violation in a district vehicle and you are exceeding the posted limit by 10 miles or more, you could be subject to disciplinary action up to and including termination.
- An incident is any contact the district vehicle has with an object (moving or stationary) that causes any form of damage must be reported immediately.
- If the district receives a red light camera citation for a district vehicle assigned to you, you will be responsible for all fees.

Drug Testing

In compliance with federal law (FMCSA 49 CFR Part 382), employees with a CDL that are approved to drive district school buses are subject to pre-employment, random, reasonable suspicion, and post-accident drug and alcohol screening. An employee who fails to provide a testing sample at the request of the District will be subject to disciplinary action up to and including termination.

Transportation Resources - Vehicles and Trips

Video and GPS Systems

Many of our vehicles have been equipped with video and/or GPS systems in order to help protect the students and employees of the District. These systems are a useful tool when investigating student management issues and regularly provide supporting evidence for the driver's version of events. Tampering with these systems may render the system inoperable. Instances of tampering with video and/or GPS tracking equipment will be subject to disciplinary action.

Seating Assignment Procedures

A seating chart is required for all trips and shall be submitted with trip documentation. Males are to be separated from the females, males on one side and females on the other. At no time are males and females permitted to sit together.

Vehicle Operations

- All Bryan ISD employees must properly wear their seat belt when travelling on school business.
- Refuel district vehicle upon return from trip and as needed.
- Conduct pre-trip and post-trip inspections of assigned district vehicles.
- Submit any damages or safety concerns.
- Do **not** back the vehicle into a parking space; pull forward.
- District vehicles may not be driven on personal errands or home, unless approved by the Transportation Director or Assistant Director, as these vehicles are limited by law to serve district students and staff on district business.
- Drivers will **not** allow students to stand while a vehicle is in motion. All students shall be properly seated. Sitting on the floor or other spaces not designated as a seat is prohibited.
- It is the driver's responsibility to keep the inside of the vehicle clean. Drivers who do not report vandalism such as cut seats or graffiti will be subject to disciplinary action.

In-Transit Rules

- Drivers must be alert and careful at all times.
- The maximum speed on district property is 10 mph regardless of posted speed limit.
- Headlights shall be required to remain on while vehicle is in motion.

- **State law states that the maximum speed for a school bus is 50 mph. The maximum speed for a bus with a DOT inspection is 60 mph. Maximum speed for activity buses (wrapped buses) is 70 mph.**
- Making a u-turn is unsafe. Drivers are not to make u-turns in district vehicles for any reason.
- It is not permissible to transport medication, animals or glass containers in district vehicles.

Employees approved to drive for the district should review the Transportation Department's handbook for in-depth policies and procedures.

Copies of Required Policies, Statutes, and Forms

TEC. § 21,294 (d) requires districts to provide each teacher and administrator employed by term contract with a copy of their contract, and upon request, a copy of the district's employment policies. BISD policies may be viewed under the district website or on the MIS website or are available on request from any district administrator's office.

Any of the following may be viewed by looking under School Board & Policies at www.bryanisd.org or <http://pol.tasb.org/Home/Index/225>.

Specific policy references are as follows:

DAA-Equal employment opportunity

DBD –Conflict of Interest

DBF-Non-School Employment

DC- Employment practices

DEA-Salaries, wages, and stipends

DEC Series-Leaves and absences

DFAC-Return to probationary status

DFB Series-Termination of term contracts

DFD-Hearings before hearing examiner

DFE - Resignations

DFF – Reduction in force

DGBA – Employee complaints

DH – Employee standards of conduct

DIA - Harassment

DHE – Searches and Drug/Alcohol Testing

DI – Employee Welfare

DK – Assignments and schedules

DN Series – Performance appraisals

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